

JMRC RECRUITMENT RULES,2012



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

KHANIJ BHAWAN, TILAK MARG,

JAIPUR – 302005

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**

AUGUST, 2018



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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 12th 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 12th 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 1st April of the year and ending on 31st 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, ¹Level in the Pay Matrix, 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 ²Level in the Pay Matrix, in which it has been created, depending upon the requirements of the Project(s).

¹ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

² Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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 Structure³

Details Showing Posts and Pay Levels

S. N.	Name of the Post	PB *	Running Pay Band*	*Grade Pay* (As effective from 01.07.2013)	Pay Level w.e.f. 01.01.2016
1.	Managing Director		As may be applicable to the officer deputed by Government of Rajasthan		
2.	Director	4	Rs. 37400-67000	Rs.10000/9500	L-24 / L-23
3.	Executive Director	4	Rs. 37400-67000	Rs.8700	L-21
4.	General Manager	3	Rs. 15600-39100	Rs.7600	L-19
5.	Joint General Manager	3	Rs. 15600-39100	Rs. 6600	L-16
6.	Private Secretary	3	Rs. 15600-39100	Rs. 6000	L-15
7.	Deputy General Manager	3	Rs. 15600-39100	Rs. 5400	L-14
8.	Company Secretary	3	Rs. 15600-39100	Rs. 5400	L-14
9.	Manager	2	Rs. 9300-34800	Rs. 4800	L-12
10.	Travelling Inspector of Accounts	2	Rs. 9300-34800	Rs. 4800	L-12
11.	Tehsildar	2	Rs. 9300-34800	Rs. 4800	L-12
12.	Legal Officer	2	Rs. 9300-34800	Rs. 4800	L-12
13.	Public Relations Officer	2	Rs. 9300-34800	Rs. 4800	L-12

³ Substituted vide notification no.F1(7)JMRC/DCA/Agenda/2013-14/505 dated 27.04.2018

⁴ Entries in Grade Pay modified in pursuance of no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

S. N.	Name of the Post	PB *	Running Pay Band*	⁴ Grade Pay* (As effective from 01.07.2013)	Pay Level w.e.f. 01.01.2016
14	Senior Executive Officer	2	Rs. 9300-34800	Rs. 4800	L-12
15	Station Superintendent	2	Rs. 9300-34800	Rs. 4200	L-11
16	Section Engineer	2	Rs. 9300-34800	Rs. 4200	L-11
17	Executive Officer	2	Rs. 9300-34800	Rs. 4200	L-11
18	Station Controller/ Train Operator	2	Rs. 9300-34800	Rs. 3600	L-10
19	Junior Engineer	2	Rs. 9300-34800	Rs.3600	L-10
20	Junior Accountant	2	Rs. 9300-34800	Rs. 3600	L-10
21	Stenographer (English/Hindi)	2	Rs. 9300-34800	Rs. 3600	L-10
22	Customer Relations Assistant	1	Rs. 5200-20200	Rs. 2800	L-9
23	Hardware & Network Assistant	1	Rs. 5200-20200	Rs. 2800	L-9
24	Maintainer	1	Rs. 5200-20200	Rs. 2400	L-5
25	Patwari/Ameen	1	Rs. 5200-20200	Rs. 2400	L-5

* Pre-revised

7.3 Categorization of Posts

The posts of the Corporation are divided into two categories

- Managerial cadre-The posts having ⁵Pay Level L-12 and above.
- Non Managerial Cadre- The posts of ⁶Pay Level below L-12.

7.4 Qualification

- 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.
- The Appointing Authority may prescribe minimum percentage of marks or grade in an examination.
- Skill Tests, Psychometric Tests, etc. may be prescribed in respect of posts for which the Corporation deems it necessary.

⁵ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

⁶ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

- (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 post⁷; 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 Applications⁸. 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 years⁹.

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,

⁷ Proviso inserted on 12/09/2012

⁸ Inserted on 12/10/2012

⁹ 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 1st 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 Bond¹⁰

- 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.

¹⁰ 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 ¹¹Pay in the Level of Pay Matrix (as per the Table of Pay Matrix of JMRC employees 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 ¹²Pay in the Level of the Pay Matrix 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.

¹¹ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

¹² Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

Clarification¹³: 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.

9.1 Pay

The Basic Pay shall be the pay drawn in the appropriate cell of the prescribed Level as specified in ¹⁴Pay Matrix of JMRC Employees, **Appendix-II**.

¹⁵After successful completion of probation period, Annual Increment shall be as per specified in the vertical Cells of the applicable Level in the Pay Matrix for JMRC Employees (**Appendix-II**).

There will be a uniform date of annual grade increment viz. 1st July of every year. Employees completing 6 months & above in the ¹⁶Pay Level as on 1st July will be eligible to be granted the increment.

In case of an employee who has availed EOL between 1st July to 30th June of the year for a period upto 6 months, he will be entitled to next annual increment on 1st July of the next year.

In case of an employee who has availed EOL between 1st July to 30th June of the year for a period of more than 6 months, he will be

13 Clarification inserted on 31/07/2013 in pursuance of BOD decision dated 28/06/2013

14 Replaced as per notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

15 Replaced as per notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

16 Replaced as per notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

entitled to next annual increment on 1st July of the subsequent year, meaning thereby that a Government servant is required to complete a minimum period of service of six months in a particular year.

The EOL availed by an employee on medical ground shall count a duty for grant of next annual increment.

For the aforesaid purpose 'year' shall mean the incremental year commencing from 1st of July and ending on 30th of June following."

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 ¹⁷Pay in the Level in the Pay Matrix 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 ¹⁸Pay in the Level in the Pay Matrix 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 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 follows¹⁹:

S. No.	Basic Pay, i.e., pay drawn in the prescribed levels in the Pay Matrix	Amount of CCA for Jaipur (Rs. Per Month) (w.e.f. 01.10.2017)
1.	Employee drawing Basic pay in the Pay Matrix upto Rs. 23,100	620
2.	Employee drawing Basic pay in the Pay Matrix above Rs.23,100	1000

¹⁷ Replaced as per notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

¹⁸ Replaced as per notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

¹⁹ Table substituted vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dated 01.05.2018

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.

²⁰The HRA shall apply, as the classification/ revised classification of cities/towns declared by the State Government, as under:

Classification of Cities/ Towns	Rates of House Rent Allowance (Per Month) (w.e.f. 01.10.2017)
Y (Population criteria 5 Lacs and above)	16% of the Basic Pay i.e., the pay drawn in the prescribed Levels in the Pay Matrix
Z (Population criteria below 5 Lacs)	8% of the Basic Pay i.e., the pay drawn in the prescribed Levels in the Pay Matrix

²¹Jaipur currently being classified as a Y Class City, the applicable rate shall be 16% of the Basic Pay, i.e., the pay drawn in the prescribed Levels in the Pay Matrix 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 rates of HRA will be revised to 18% and 9% for Y and Z class cities respectively when Dearness Allowance crosses 25% and further revised to 20% and 10% when Dearness Allowance crosses 50%.

²⁰ Table substituted vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dated 01.05.2018

²¹ Substituted vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dated 01.05.2018

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 Allowance²²

Those employees who are engaged in Operation and Maintenance works and are assigned duties during Night (i.e. between 2200 hours and 0600 hours following) shall be entitled to Night Duty Allowance at the *per diem* rate equivalent to pay of one day for every 24 hours of night duty performed in a month.

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:

²² Substituted vide notification no.F1(7)JMRC/Admn/Agenda/2013-14/2643 dt. 13.07.2018

- a) Managerial Staff- Rs. 100 Per Month
- b) Non- Managerial Staff- Rs. 75 Per Month²³

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) ²⁴In 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% 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 @ 2% of his/her basic pay.

²³ Modified vide Notification No. F.1(27)/JMRC/Admn/Org./2012-13/5412 dated : 01.01.2016

²⁴ Substituted vide notification no.F1(27)/JMRC/Admn/Org/12-13/Pt.VI/528 dt. 01.05.2018

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 under²⁵:

S.No.	²⁶ Designation & Level in Pay Matrix 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.	Pay in the level L-21 and above, or its equivalent	Rs. 4500.00
3. ²⁷	Pay in the level L-19 and above, or its equivalent	Rs. 2625.00*
4.	Pay in the level L-14 and above, or its equivalent	Rs. 2000.00
5.	Pay in the level L-12 and below up to Pay in the level L-06, or its equivalent	Rs.1200.00

* w.e.f. 1st April, 2015

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

- a) The land line and post paid mobile connection should be in the name of the employee.

²⁵ Table substituted vide Notification No. F.1(74)JMRC/DCA/HR/RR/2013-14/3159 dt.10.08.2015

²⁶ Contents of column amended vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dt.01.05.2018

²⁷ New entry inserted vide Notification No. F.1(74)JMRC/DCA/HR/RR/2013-14/543 dated : 28.04.15

- 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 1st of April till 31st 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.	²⁸ Designation and Level in Pay Matrix 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.	Pay in the level L-21 and above, or its equivalent	2	3
3.	Pay in the level L-16 and above, or its equivalent, but below Pay in the level L-21	1	2
4.	Pay in the level L-14 and above, or its equivalent, but below Pay in the level L-16	-	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.

²⁸ Contents of column amended vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dt. 01.05.2018

- 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., ²⁹Pay in the Level in the Pay Matrix.
- 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.

²⁹ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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. ³⁰The rate of payment shall be as under:

Hours	Percentage of Basic Pay
Below 24 hrs	Nil
24 hrs and less than 60 hrs	0.75%
60 hrs and less than 120 hrs	1.50%
120 hrs and less than 180 hrs	2.50%
180 hrs and less than 240 hrs	3.50%
240 hrs and above	5.00%

7. ³¹The total payable honorarium for any Financial Year shall not exceed 9% 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

³⁰ Substituted vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dt. 01.05.2018

³¹ Substituted vide notification no.F1(27)JMRC/Admn/Org/12-13/Pt.VI/528 dt. 01.05.2018

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 ³²pay scale/Level in the Pay Matrix next above their existing ³³ pay scale/Level in the Pay Matrix. The

³² Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

³³ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

³⁴ pay scale in the Level in the Pay Matrix so granted must not be higher than that of any superior post in the relevant Division.

9.5 ³⁵New Pension Scheme (NPS) :

JMRC employees are entitled to New Pension Scheme (NPS) of the Government. However, for Probationer Trainees, the NPS is applicable w.e.f. 01st January, 2017 only. Contribution towards NPS shall be made by the probationer trainee/employee and JMRC (both), as per rules.

³⁴ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

³⁵ Added as per notification no. F.1(47)/JMRC/DCA/HR/NPS/2013-14/2821 dt. 17.07.2018

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,³⁶ Pay in the Level in the Pay Matrix; 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

³⁶ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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.³⁷

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

³⁷ 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 ³⁸ Level in the Pay Matrix 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.

³⁸ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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) ³⁹The post 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 2 years at a time but the total tenure shall not exceed 7 years in general.

Provided that, in special circumstances, the deputation tenure may be allowed to extend beyond 7 years in a span of 1 year each but the maximum period of deputation in all shall not exceed 10 years subject to the approval of Board of Directors in each 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

³⁹ Sub rule substituted vide notification no. F1(82)/JMRC/DCA/HR/Dep. Cor./2014-15/6521 dated 25.01.2018

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 which he/she was drawing (in the substantive or officiating capacity) in the ⁴⁰Level in the Pay Matrix 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.

⁴⁰ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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)⁴¹ 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:-

⁴¹ 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 ⁴²Level in the Pay Matrix 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

⁴² Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

supported by a certificate from the authorised medical attendant of the Corporation. However, maternity leave is not admissible in case of incomplete abortion.

⁴³Male 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.

- 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.

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

- 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 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., 25th June, 2015), the period of probation shall be extended by the period of EOL availed beyond three months.⁴⁴

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

- t) On successful completion of probation period, entry pay in the ⁴⁵Level in the Pay Matrix of the post is to be allowed from the following day of successful completion of the period of probation, as per **Appendix-VI**.

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.

⁴⁵ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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 ⁴⁶Level of the post, only on successful completion of extended period of probation.

⁴⁶ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

Chapter XIII

13. SENIORITY

A person appointed shall be assigned seniority on the post in the ⁴⁷Level of the Pay Matrix 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.

⁴⁷ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

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 1st 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 1st 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

Pay Matrix of JMRC Employees^{48, 49}

Existing Running Pay Band	PB-1 (5200 - 20200)									PB-2 (9300 - 34800)			
Existing Grade Pay	1700	1750	1900	2000	2400	2400	2400	2800	2800	3600	4200	4800	5400
Existing Grade Pay No.	2	3	4	5	9	9A	9B	10	10A	11	12	14	15
Level->	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	L-10	L-11	L-12	L-13
Cell No.	Pay Matrix (Amount in Rs.)												
1	17700	17900	18200	19200	20800	21500	22400	26300	28700	33800	37800	44300	53100
2	18200	18400	18700	19800	21400	22100	23100	27100	29600	34800	38900	45600	54700
3	18700	19000	19300	20400	22000	22800	23800	27900	30500	35800	40100	47000	56300
4	19300	19600	19900	21000	22700	23500	24500	28700	31400	36900	41300	48400	58000
5	19900	20200	20500	21600	23400	24200	25200	29600	32300	38000	42500	49900	59700
6	20500	20800	21100	22200	24100	24900	26000	30500	33300	39100	43800	51400	61500
7	21100	21400	21700	22900	24800	25600	26800	31400	34300	40300	45100	52900	63300
8	21700	22000	22400	23600	25500	26400	27600	32300	35300	41500	46500	54500	65200
9	22400	22700	23100	24300	26300	27200	28400	33300	36400	42700	47900	56100	67200
10	23100	23400	23800	25000	27100	28000	29300	34300	37500	44000	49300	57800	69200
11	23800	24100	24500	25800	27900	28800	30200	35300	38600	45300	50800	59500	71300
12	24500	24800	25200	26600	28700	29700	31100	36400	39800	46700	52300	61300	73400
13	25200	25500	26000	27400	29600	30600	32000	37500	41000	48100	53900	63100	75600
14	26000	26300	26800	28200	30500	31500	33000	38600	42200	49500	55500	65000	77900
15	26800	27100	27600	29000	31400	32400	34000	39800	43500	51000	57200	67000	80200
16	27600	27900	28400	29900	32300	33400	35000	41000	44800	52500	58900	69000	82600
17	28400	28700	29300	30800	33300	34400	36100	42200	46100	54100	60700	71100	85100
18	29300	29600	30200	31700	34300	35400	37200	43500	47500	55700	62500	73200	87700
19	30200	30500	31100	32700	35300	36500	38300	44800	48900	57400	64400	75400	90300
20	31100	31400	32000	33700	36400	37600	39400	46100	50400	59100	66300	77700	93000
21	32000	32300	33000	34700	37500	38700	40600	47500	51900	60900	68300	80000	95800
22	33000	33300	34000	35700	38600	39900	41800	48900	53500	62700	70300	82400	98700
23	34000	34300	35000	36800	39800	41100	43100	50400	55100	64600	72400	84900	101700
24	35000	35300	36100	37900	41000	42300	44400	51900	56800	66500	74600	87400	104800
25	36100	36400	37200	39000	42200	43600	45700	53500	58500	68500	76800	90000	107900
26	37200	37500	38300	40200	43500	44900	47100	55100	60300	70600	79100	92700	111100
27	38300	38600	39400	41400	44800	46200	48500	56800	62100	72700	81500	95500	114400
28	39400	39800	40600	42600	46100	47600	50000	58500	64000	74900	83900	98400	117800
29	40600	41000	41800	43900	47500	49000	51500	60300	65900	77100	86400	101400	121300
30	41800	42200	43100	45200	48900	50500	53000	62100	67900	79400	89000	104400	124900
31	43100	43500	44400	46600	50400	52000	54600	64000	69900	81800	91700	107500	128600
32	44400	44800	45700	48000	51900	53600	56200	65900	72000	84300	94500	110700	132500
33	45700	46100	47100	49400	53500	55200	57900	67900	74200	86800	97300	114000	136500
34	47100	47500	48500	50900	55100	56900	59600	69900	76400	89400	100200	117400	140600
35	48500	48900	50000	52400	56800	58600	61400	72000	78700	92100	103200	120900	144800
36	50000	50400	51500	54000	58500	60400	63200	74200	81100	94900	106300	124500	149100
37	51500	51900	53000	55600	60300	62200	65100	76400	83500	97700	109500	128200	153600
38	53000	53500	54600	57300	62100	64100	67100	78700	86000	100600	112800	132000	158200
39	54600	55100	56200	59000	64000	66000	69100	81100	88600	103600	116200	136000	162900
40	56200	56800	57900	60800	65900	68000	71200	83500	91300	106700	119700	140100	167800

Contd. on next page...

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

49 Appendix-II Replaced vide notification no.F1(127)JMRC/HR/AGI/2016-17/860 dated 10.05.2018

JMRC Recruitment Rules, 2012



Appendix- II : Pay Matrix of JMRC Employees (Continued...)											
Existing Running Pay Band	PB-3 (15600 - 39100)							PB-4 (37400 - 67000)			
Existing Grade Pay	5400	6000	6600	6800	7200	7600	8200	8700	8900	9500	10000
Existing Grade Pay No.	15	16	17	18	19	20	21	22	23	23A	24
Level->	L-14	L-15	L-16	L-17	L-18	L-19	L-20	L-21	L-22	L-23	L-24
Cell No.	Pay Matrix (Amount in Rs.)										
1	56100	60700	67300	71000	75300	79900	88900	123100	129700	145800	148800
2	57800	62500	69300	73100	77600	82300	91600	126800	133600	150200	153300
3	59500	64400	71400	75300	79900	84800	94300	130600	137600	154700	157900
4	61300	66300	73500	77600	82300	87300	97100	134500	141700	159300	162600
5	63100	68300	75700	79900	84800	89900	100000	138500	146000	164100	167500
6	65000	70300	78000	82300	87300	92600	103000	142700	150400	169000	172500
7	67000	72400	80300	84800	89900	95400	106100	147000	154900	174100	177700
8	69000	74600	82700	87300	92600	98300	109300	151400	159500	179300	183000
9	71100	76800	85200	89900	95400	101200	112600	155900	164300	184700	188500
10	73200	79100	87800	92600	98300	104200	116000	160600	169200	190200	194200
11	75400	81500	90400	95400	101200	107300	119500	165400	174300	195900	200000
12	77700	83900	93100	98300	104200	110500	123100	170400	179500	201800	206000
13	80000	86400	95900	101200	107300	113800	126800	175500	184900	207900	212200
14	82400	89000	98800	104200	110500	117200	130600	180800	190400	214100	218600
15	84900	91700	101800	107300	113800	120700	134500	186200	196100		
16	87400	94500	104900	110500	117200	124300	138500	191800	202000		
17	90000	97300	108000	113800	120700	128000	142700	197600	208100		
18	92700	100200	111200	117200	124300	131800	147000	203500			
19	95500	103200	114500	120700	128000	135800	151400				
20	98400	106300	117900	124300	131800	139900	155900				
21	101400	109500	121400	128000	135800	144100	160600				
22	104400	112800	125000	131800	139900	148400	165400				
23	107500	116200	128800	135800	144100	152900	170400				
24	110700	119700	132700	139900	148400	157500	175500				
25	114000	123300	136700	144100	152900	162200	180800				
26	117400	127000	140800	148400	157500	167100	186200				
27	120900	130800	145000	152900	162200	172100	191800				
28	124500	134700	149400	157500	167100	177300	197600				
29	128200	138700	153900	162200	172100	182600	203500				
30	132000	142900	158500	167100	177300	188100					
31	136000	147200	163300	172100	182600	193700					
32	140100	151600	168200	177300	188100	199500					
33	144300	156100	173200	182600	193700						
34	148600	160800	178400	188100	199500						
35	153100	165600	183800	193700							
36	157700	170600	189300	199500							
37	162400	175700	195000								
38	167300	181000									
39	172300	186400									
40	177500	192000									

Appendix – III

Constitution of Selection Committees

(A) For posts in Level 21 to Level 24 of Pay Matrix

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 Level 5 to Level 20 of Pay Matrix

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.⁵⁰
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 ⁵¹ Level L-__ in the Pay Matrix 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.

⁵⁰ Para 6 amended as per Notification No. F.1(79)/JMRC/DCA/HR/Bond/2013-14/7603 dated :12.03.2014

⁵¹ Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

11. During Probation Period and afterwards, you will be entitled to New Pension Scheme (NPS) of the Government. Accordingly, contribution towards NPS shall be made by you as well as by JMRC, as per rules.^{52, 53}
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 1st June, 2002 within the meaning of Rule 14.6 of the JMRC Recruitment Rules, 2012.

⁵² Replaced vide Notification No. F.1(74)/JMRC/DCA/HR/RR/2013-14/389 dt. 21.04.2015

⁵³ Substituted as per notification no. F.1(47)/JMRC/DCA/HR/NPS/2013-14/2821 dt. 17.07.2018

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^{54, 55, 56, 57}

Grade Pay No.	With effect from 01 st July, 2013				With effect from 01 st Jan, 2017	
	To Be Allowed After Successful Completion Of Probation			Amount of Fixed Remuneration per month (In Rupees) w.e.f. 01 st July, 2015	Level	Amount of Fixed Remuneration per month
	Pay Band	Running Pay Band (In Rupees)	Grade Pay (In Rupees)			
2	PB-1	5200-20200	1700	6670	L-1	12400
3	PB-1	5200-20200	1750	7000	L-2	12600
4	PB-1	5200-20200	1900	7400	L-3	12800
5	PB-1	5200-20200	2000	7790	L-4	13500
9	PB-1	5200-20200	2400	8910	L-5	14600
10A	PB-1	5200-20200	2800	11820	L-9	20100
11	PB-2	9300-34800	3600	13200	L-10	23700
12	PB-2	9300-34800	4200	14660	L-11	26500
14	PB-2	9300-34800	4800	17230	L-12	31100
15	PB-3	15600-39100	5400	22180	L-14	39300
16	PB-3	15600-39100	6000	24030	L-15	42500
17	PB-3	15600-39100	6600	26670	L-16	47200
18	PB-3	15600-39100	6800	28120	L-17	49700
19	PB-3	15600-39100	7200	29840	L-18	52800
20	PB-3	15600-39100	7600	31620	L-19	56000
21	PB-3	15600-39100	8200	35180	L-20	62300
22	PB-4	37400-67000	8700	48710	L-21	86200
23	PB-4	37400-67000	8900	51350	L-22	90800
23A	PB-4	37400-67000	9500	54120	L-23	102100
24	PB-4	37400-67000	10000	57820	L-24	104200

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

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

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

57 Table substituted vide notification no.F1(7)JMRC/DCA/Agenda/2013-14/505 dated 27.04.2018

Appendix – VI

Entry Pay in the ⁵⁸Level in the Pay Martrix for Direct Recruits Appointed on Satisfactory Completion of Probation Period^{59, 60}

PB-1 (5200-20200)

With effect from 01 st July, 2013				With effect from 01 st Jan, 2016	
Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay	Level	Basic Pay
[1]	[2]	[3]	[4] = [2]+[3]	[5]	[6]
2	1700	5200	6900	L-1	17700
3	1750	5200	6950	L-2	17900
4	1900	5200	7100	L-3	18200
5	2000	5490	7490	L-4	19200
9	2400	5680	8080	L-5	20800
10A	2800	8370	11170	L-9	28700

PB-2 (9300-34800)

With effect from 01 st July, 2013				With effect from 01 st Jan, 2016	
Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay	Level	Basic Pay
[1]	[2]	[3]	[4] = [2]+[3]	[5]	[6]
11	3600	9300	12900	L-10	33800
12	4200	10230	14430	L-11	37800
14	4800	12090	16890	L-12	44300

PB-3 (15600-39100)

With effect from 01 st July, 2013				With effect from 01 st Jan, 2016	
Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay	Level	Basic Pay
[1]	[2]	[3]	[4] = [2]+[3]	[5]	[6]
15	5400	15600	21000	L-14	56100
16	6000	16740	22740	L-15	60700
17	6600	18600	25200	L-16	67300
18	6800	19810	26610	L-17	71000
19	7200	21020	28220	L-18	75300
20	7600	22320	29920	L-19	79900
21	8200	25110	33310	L-20	88900

PB-4 (37400-67000)

With effect from 01 st July, 2013				With effect from 01 st Jan, 2016	
Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay	Level	Basic Pay
[1]	[2]	[3]	[4] = [2]+[3]	[5]	[6]
22	8700	37400	46100	L-21	123100
23	8900	39690	48590	L-22	129700
23A	9500	44100	53600	L-23	145800
24	10000	44700	54700	L-24	148800

58 Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

59 Table substituted vide Notification No.F1(27)/JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

60 Table -VI substituted vide notification no.F1(7)/JMRC/DCA/Agenda/2013-14/505 dt. 27.04.2018



**SCHEDULE FOR INDUCTION OF
IMMEDIATE INTERIM MANPOWER**

SCHEDULE FOR INDUCTION OF IMMEDIATE INTERIM MANPOWER

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
1.	Managing Director 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.	Director (Operations & Systems) L-24 / L-23	Special Selection	An officer with a Degree in Electronics/ Electronics & Communication/ Electrical Engineering from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.
3.	Director (Project) L-24 / L-23	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.

61 Title of the column Replaced as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

62 Pay Band, Grade Pay replaced with the level in Pay Matrix as per notification no. F.1(7)/JMRC/DCA/Admin/Agenda / 2013-14/505 dt. 27.04.2018

63 'Grade Pay' Replaced with 'Level in Pay Matrix' as per notification no. F.1(127)/JMRC/DCA/HR/AGI/2016-17/860 dt. 10.05.2018

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
4.	Director (Corporate Affairs) L-24 / L-23	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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.
5.	Director (Finance) L-24 / L-23	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.	Executive Director (Rolling Stock) L-21	Special Selection	An officer with a Degree in Engineering in Electrical/Mechanical from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
7.	Executive Director (Traction and E&M) L-21	Special Selection	An officer with a Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.

JMRC Recruitment Rules, 2012

Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
8.	Executive Director (S&T) L-21	Special Selection	An officer with a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
9.	Executive Director (Civil) L-21	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
10.	Executive Director (Operations) L-21	Special Selection	EITHER a) An officer with a Degree in Engineering in Electronics/ Electronics & Communication/Electrical/Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years OR b) An officer of Indian Railway Traffic Service with a total experience of 14 years.

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
11.	Executive Director (Corporate Affairs) L-21	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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
12.	General Manager (Rolling Stock) L-19	Special Selection	An officer with a Degree in Engineering in Electrical/ Mechanical from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
13.	General Manager (Operations) L-19	Special Selection	EITHER a) An officer with a Degree in Engineering in Electronics/ Electronics & Communication/ Electrical/ Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years OR b) An officer of Indian Railway Traffic Service with a total experience of 12 years.

JMRC Recruitment Rules, 2012

Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
14.	General Manager (Traction/E&M) L-19	Special Selection	An officer with a Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
15.	General Manager (Project Coordination) L-19	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
16.	General Manager (Project Planning and PPP) L-19	Special Selection	An officer with a Degree in Engineering from a recognised University (or equivalent Engineering qualification) with Master Degree in Business Administration from a recognised University (or equivalent Management qualification) and 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
17.	General Manager (S&T) L-19	Special Selection	An officer with a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.
18.	Joint General Manager (Rolling Stock) L-16	Special Selection	An officer with a Degree in Engineering in Electrical/Mechanical from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
19. ⁶⁴	General Manager (Civil) L-19	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.

64 Designation ,Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/4674 dt. 05.12.2016

JMRC Recruitment Rules, 2012

Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
20. ⁶⁵	Joint General Manager (Civil) for Project works L-16	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
21. ^{66, 67}	Joint General Manager (Administration) L-16	Special Selection	An officer of Rajasthan State Service or any Department/PSU/Board/Organisation of Government of India/State Governments with a total experience of 9 years in the Service, preferably with an experience of 2 years in a Public Sector Undertaking/ Statutory Corporation preferably in the field of general administration and working in equivalent and/ or immediate lower Level in the Pay Matrix.
22. ⁶⁸	General Manager (Finance) L-19	Special Selection	An officer of Rajasthan Accounts Service (RAcS) with a total experience of 12 years in the Service, preferably with an experience of 2 years in a public sector undertaking/ statutory corporation and working in equivalent or immediate lower Level in the Pay Matrix for a minimum period of 5 years.

⁶⁵ Designation ,Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dt. 24.01.2014

⁶⁶ Designation,Grade Pay, Qualification & Experience amended vide notif.no.F.1(27)JMRC/DCA/Admn./Org/12-13/4674 dt. 05/12/2016

⁶⁷ Designation, Grade Pay & Qualification and Experience of the Post is as amended on 2/11/2012

⁶⁸ Designation,Grade Pay, Qualification & Experience amended vide notif.no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dt. 24/01/2014

JMRC Recruitment Rules, 2012
Schedule for Induction of Immediate Interim Manpower



S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
23.	Joint General Manager (Revenue) L-16	Special Selection	An officer having a Master Degree in Business Administration (Finance) from a recognised University(or equivalent qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
24. ^{69, 70}	Private Secretary L-15	Special Selection	An employee in Level in the Pay Matrix 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.
25.	Deputy General Manager (Traction/E&M) L-14	Special Selection	An officer having a Degree in Engineering in Electrical from a recognised University(or equivalent Engineering qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
26.	Deputy General Manager (Coordination & Monitoring) L-14	Special Selection	An officer having a Graduate Degree from a recognised University with 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 and working in equivalent or immediate lower Level in the Pay Matrix.

⁶⁹ Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dt. 24.01.2014

⁷⁰ Qualification & Experience amended vide notification no.F.1(74)JMRC/DCA/HR/RR/2013-14/437 dt. 25.04.2014

JMRC Recruitment Rules, 2012
Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
27.	Deputy General Manager (S&T and AFC) L-14	Special Selection	An officer having a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University(or equivalent Engineering qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
28.	Deputy General Manager (HR) L-14	Special Selection	An officer having a Master Degree in Business Administration from a recognised University (or equivalent Management qualification) with 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 and working in equivalent or immediate lower Level in the Pay Matrix.
29.	Deputy General Manager (Town Planning) L-14	100% by Direct Recruitment	Master Degree in Urban or Transport Planning from a recognised University (or equivalent qualification) with Graduation in Architecture from a recognised University and 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.	Deputy General Manager (Law) L-14	100% by Direct Recruitment	Graduation in Law from a recognised University with 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.

JMRC Recruitment Rules, 2012
Schedule for Induction of Immediate Interim Manpower



S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
31.	Company Secretary L-14	100% by Direct Recruitment	A qualified Company Secretary who is a member of the Institute of Company Secretaries of India with 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.	Manager (Operations) L-12	Special Selection	An officer having Degree in Engineering in Electronics/ Electronics & Communication/ Electrical/ Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) with a total experience of 4 years ⁷¹ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.
33. ⁷²	Manager (Rolling Stock) L-12	Special Selection	An officer having Degree in Engineering in Electrical/ Mechanical/ Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) with a total experience of 4 years ⁷³ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.

⁷¹ Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

⁷² Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dt. 24/01/2014

⁷³ Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

JMRC Recruitment Rules, 2012

Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
34.	Manager (Traction/E&M) L-12	Special Selection	An officer having Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) with a total experience of 4 years ⁷⁴ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.
35.	Manager (Civil) L-12	Special Selection	An officer having Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) with a total experience of 4 years ⁷⁵ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.
36.	Manager (S&T) L-12	Special Selection	An officer having Degree in Engineering in Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) with a total experience of 4 years ⁷⁶ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.

⁷⁴ Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

⁷⁵ Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

⁷⁶ Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
37.	Manager (Revenue) L-12	Special Selection	An officer who is either a qualified Chartered Accountant or has a Master Degree in Business Administration from a recognised University (or equivalent qualification) with a total experience of 4 years ⁷⁷ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments and working in equivalent or immediate lower Level in the Pay Matrix.
38. ⁷⁸	Manager (HR) L-12	Special Selection	An officer who has a Master Degree / PG Diploma in HR management from a recognised University (or equivalent qualification) with 4 years experience in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/Organisation of Government of India/State Governments and working in equivalent or immediate lower Level in the Pay Matrix.
39.	Travelling Inspector of Accounts L-12	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 and having an experience of at least 3 years.
40. ⁷⁹	Tehsildar L-12	Special Selection	An officer of Rajasthan Tehsildar Service (RTS) working in Government of Rajasthan and having an experience of at least 5 years.
41. ⁸⁰	Legal Officer L-12	100% by Direct Recruitment	Graduation in Law from a recognised University with 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.

77 Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/6589 dt. 29.01.2018

78 Qualification & Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/368 dt. 20.04.2018

79 Grade pay amended w.e.f. 01.07.2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

80 Grade pay amended w.e.f. 01.07.2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

JMRC Recruitment Rules, 2012

Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
42. ⁸¹	Public Relations Officer L-12	Special Selection	An officer who is a Graduate or Diploma holder in Journalism from a recognised University/ Institution with 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 and working in equivalent or immediate lower Level in the Pay Matrix for a total minimum period of 3 years.
43. ⁸²	Senior Executive Officer (Accounts) L-12	Special Selection	An Assistant Accounts Officer working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan with an experience of at least 2 years in a PSU/ statutory Corporation.
44.	Station Superintendent L-11	Special Selection	An officer of Indian Railways or its subsidiary/sister concerns or Metro Rail Corporations of Government of India/ State Governments with 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. ⁸³	Manager (Civil)Track⁸⁴ L-12	Special Selection	An officer having Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) and a total experience of 4 years ⁸⁵ in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments with working in equivalent or immediate lower Level in the Pay Matrix.
46. ⁸⁶	Executive Officer (Accounts) L-11	Special Selection	An Accountant/ Jr. Accountant working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan with an experience of at least 2 years in a PSU/ statutory Corporation and having hands-on knowledge of computer.

81 Qualification & Experience amended vide notification no.F.1(74)JMRC/DCA./HR/RR/2013-14/5256 dt. 12.01.2015

82 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt.11.11.2013

83 Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dt. 24.01.2014

84 Post upgraded vide notification no.F.1(76)JMRC/DCA./HR/PU/2013-14/145 dt. 07.04.2016

85 Experience amended vide notification no.F.1(153)JMRC/DCA/HR/RR/2017-18/368 dt. 20.04.2018

86 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
47. ⁸⁷	Executive Officer (HR/Admn) L-11	Special Selection	i) An Office Superintendent (OS) working in Government of Rajasthan or 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 and ii) having hands-on knowledge of computer.
48. ⁸⁸	Station Controller/ Train Operator L-10	100% by Direct Recruitment	Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/ Level and 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. ⁸⁹	Junior Engineer (Civil) L-10	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. ⁹⁰	Junior Engineer (Electrical) L-10	100% by Direct Recruitment	Degree in Electrical Engineering from a recognised University (or equivalent Engineering qualification) with minimum 50% marks or equivalent Grade/Level.
51. ⁹¹	Junior Engineer (Mechanical) L-10	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. ⁹²	Junior Engineer (Electronics) L-10	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.

87 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

88 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

89 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

90 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

91 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

92 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

JMRC Recruitment Rules, 2012
Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
53. ⁹³	Junior Accountant L-10	100% by Direct Recruitment	<p>i) Graduation in Commerce from a recognised University with minimum 50% marks or equivalent Grade/Level</p> <p>and</p> <p>ii) one of the following:</p> <ol style="list-style-type: none"> 'O' or Higher Level Certificate Course conducted by DOEACC under the control of Department of Electronics, Government of India; Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organised under National/ State Council of Vocational Training Scheme; Diploma in Computer Science/ Computer Applications of a University established by law in India or of an institution recognised by the Government; Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government; or Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.
54. ⁹⁴	Stenographer (English/Hindi) L-10	100% by Direct Recruitment	<p>i) Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/Level</p> <p>and</p> <p>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.</p> <p>Note: In either case, preference will be given to persons who possess the qualifying speeds both in Hindi and English.</p>
55.	Customer Relations Assistant L-9	100% by Direct Recruitment	Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/ Level.

⁹³ Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

⁹⁴ Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

JMRC Recruitment Rules, 2012**Schedule for Induction of Immediate Interim Manpower**

JAIPUR METRO

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
56.	Hardware & Network Assistant L-9	100% by Direct Recruitment	Graduation in any discipline from a recognised University with Diplomas in Application Programming and in Computer Technology of at least one year each from a reputed institute and 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. ^{95, 96}	Maintainer (Fitter) L-5	100% by Direct Recruitment	EITHER 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. OR b) State Trade Certificate in 'Fitter' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.
58. ^{97, 98}	Maintainer (Electrician) L-5	100% by Direct Recruitment	EITHER 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. OR b) State Trade Certificate in 'Electrician' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.
59. ^{99, 100}	Maintainer (Electronics) L-5	100% by Direct Recruitment	EITHER 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. OR b) State Trade Certificate in 'Electronic Mechanic' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.

95 Qualification and Experience of the Post is as amended on 12/10/2012

96 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

97 Qualification and Experience of the Post is as amended on 12/10/2012

98 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

99 Qualification and Experience of the Post is as amended on 12/10/2012

JMRC Recruitment Rules, 2012
Schedule for Induction of Immediate Interim Manpower

S. No.	Name of Post and Level in the Pay Matrix ^{61,62}	Method of Recruitment	Qualification and Experience ⁶³
60. ^{101, 102}	Maintainer (Refrigeration & AC) L-5	100% by Direct Recruitment	EITHER 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. OR 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. ¹⁰³	Patwari/ Ameen L-5	Special Selection	An employee working as Patwari/ Ameen in Government of Rajasthan.

100 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

101 Qualification and Experience of the Post is as amended on 12/10/2012

102 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

103 Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dt. 11.11.2013

End of the Document

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o. F.1 (H-186) JMRC/DCA/Sr.Rules/2018-19/ 8768

Dated: 11th February, 2019

NOTIFICATION

ursuant to the Resolution of Board of Directors vide agenda item No.38.22 and concurrence received from Finance Department, Govt. of Rajasthan, the Rule 13 (Chapter-XIII) of JMRC Recruitment Rules, 2012, is hereby replaced with the new Rule 13, as under:

13. Seniority

The seniority of an employee shall be applicable from the date of appointment, and the seniority determined retrospectively thereby shall form the basis for absorptions and promotions in accordance with promotion rules if and when framed. A person appointed shall be assigned seniority on the post in the Pay Level held by him/her in the Corporation as governed by these rules of the Corporation which may be reviewed by the Corporation at the time of 'Restructuring and Review' as prescribed in the Preamble of these rules.

- 13.1. Seniority lists shall be maintained separately for each cadre of Direct Recruitment as prescribed in the Schedule of Induction of Immediate Interim Manpower of these rules.
- 13.2. Seniority of persons appointed to the post encadered in each cadre of the Service shall be determined from the date of appointment on the post after regular selection in accordance with provisions of these Rules. Appointment on ad-hoc or urgent temporary basis shall not be deemed to be appointment after regular selection.

Provided that:

- i. The seniority inter-se of persons appointed to a post in a particular category by direct recruitment on the basis of one and the same selection, except those who do not join service when a post is offered to them by the last date mentioned in the appointment order or longer, if extended by the Appointing Authority, shall follow the order in which their names have been placed in the list prepared as per Rule 10.2 (7) (C) of JMRC Recruitment Rules, 2012; in the order of total marks obtained in Qualifying exams.
- ii. The seniority inter-se of persons appointed to posts in a particular category by promotion shall follow the order in which their names have been placed in the lists prepared by the promotion committee.
- iii. The persons selected and appointed as a result of a selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection.
- iv. While determining inter-se seniority of persons appointed on promotion and those appointed against Direct Recruitment quota vacancies in the same year, persons appointed on promotion shall be the en-bloc senior, followed en-bloc by persons appointed against Direct Recruitment quota vacancies irrespective of dates of their joining on the post.

The seniority inter-se of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade.

- i. The reservation for Scheduled Castes and Scheduled Tribes employees with consequential seniority, shall continue till the roster points are exhausted and adequacy of promotion is achieved.

Once the roster points are complete the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for Scheduled Castes /Schedules Tribes employees occur.

Explanation: Adequate representation means 16% representation of the Scheduled Castes and 12% representation of the Scheduled Tribes in accordance with the roster point."

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 8768- 8773

1. PS to MD, JMRC
2. All whole time Directors, JMRC *DL*
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC with reference to Board minutes item no.38.22
5. IT Cell, JMRC for uploading on the JMRC Intranet
6. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

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JAIPUR METRO

Phone: 0141-2822298. E-mail: edca@jaipurmetrorail.in

No. F.1 (H-124) JMRC/DCA/Representation/2016-17/ 8794

Dated: 13 February, 2019

NOTIFICATION

Pursuant to the Board of Directors resolution taken in its 38th meeting held on 31st December 2018 vide agenda item No.38.15, the existing Sub Rule 12.1(f) of JMRC Recruitment Rules, 2012, is hereby replaced by the new sub rule, as under:

"12.1(f):

During probation he/she shall be eligible for 15 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".

(Neeraj Naruka)

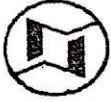
Executive Director (Corp. Affairs)

Copy to:

- 8795-8800
1. PS to MD, JMRC
 - ✓ 2. All Whole time Directors, JMRC DC
 3. All Executive Directors/General Managers, JMRC
 4. Company Secretary, JMRC With reference to Board minutes item no.38.15
 5. IT Cell, JMRC for uploading on Intranet
 6. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)
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Phone: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-136)/JMRC/DCA/GSR/2016-17/3109

Dated: July, 2019

24 JUL 2019

NOTIFICATION

Pursuant to the Resolution of Board of Directors vide agenda item No. 40.15 and concurrence received from Finance Department, Govt. of Rajasthan, the existing JMRC Recruitment Rules, 2012 be & are hereby renamed as "JMRC Recruitment & Service Rules, 2012" incorporating all the amendments made in JMRC Recruitment Rules, 2012 till date.

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 3110-18

1. PS to MD, JMRC
2. All whole time Directors, JMRC (CA)
3. All Executive Directors, JMRC
4. All General Managers/JGMs/DGMs, JMRC
5. Company Secretary, JMRC With reference to Board minutes item no. 40.15
6. IT Cell, JMRC for uploading on the JMRC Intranet
7. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

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No. F.1 (H-27)/JMRC/DCA/Admn./Org./2013-14/3207

Dated: July, 2019

26 JUL 2019**NOTIFICATION****[4th amendment since August, 2018]**

Pursuant to the concurrence received from Finance Department, Govt. of Rajasthan and approval of Board of Directors of JMRC in its 40th Board meeting held on 25/06/2019 vide agenda item No. 40.16;

1. The existing Rule 2.1 (Chapter-II) of JMRC Recruitment & Service Rules, 2012 (formerly known as JMRC Recruitment Rules, 2012), is hereby amended as under:

"2.1 : Appointing Authority:

Means to whom the power of making appointments have been delegated as per following :

- (i) Managing Director of the corporation for all the posts below director level
- (ii) Chairman of the corporation for all the director level posts.
- (iii) Government of Rajasthan, for the post(s) of Managing Director & Chairman of the corporation."

2. The contents of serial no. 1 of Schedule for Induction of Immediate Interim Manpower appended to JMRC Recruitment & Service Rules, 2012 for the post of Managing Director, are hereby amended as under:

"

S. No.	Name of Post & Level in the Pay Matrix	Method of Recruitment	Qualification and Experience
1.	Managing Director Level: Level 15 of GoI pay Matrix or as per offer of appointment	Special Selection/ Deputation	An officer with a graduation Degree preferably in Engineering/ Management from a recognised University with A total experience of 25 years in Indian Railways or its subsidiary/ sister concerns or Metro Rail Corporations, or any other PSU Board / Organisation / Department of State Govt. / Govt. of India preferably with 3 years experience of working in a Metro Rail Corporation as MD/ Director and Working in equivalent and / or immediate lower level / Grade for a total minimum period of 7 years. Or GoR may depute any officer or appoint any person to the post of Managing Director, JMRC

26/7/19



JAIPUR METRO

3. A new Selection Committee; i.e., Selection Committee No. III is added in Appendix-III of JMRC Recruitment & Service Rules, 2012 under the head "CONSTITUTION OF SELECTION COMMITTEES", as under:

“(C) For the post of Managing Director

Committee No: III

(For Special Selection)

1.	Chief Secretary, GoR	Chairman
2.	ACS/ PS, UDH, GoR	Member
3.	ACS/ PS (Finance), GoR	Member
4.	An expert to be nominated by Chief Secretary, GoR	Member

26/7/19
(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 3268-12

1. PS to MD, JMRC

2. All whole time Directors, JMRC (CA)

3. All Executive Directors/General Managers, JMRC

4. Company Secretary, JMRC With reference to Board meeting minutes item no. 40.16

5. IT Cell, JMRC for uploading on the JMRC Intranet

6. Policy/ Guard File.

26/7/19
(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020

Phone: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-136)/JMRC/DCA/GSR/2016-17/3270

Dated: 31st July, 2019

31 JUL 2019

NOTIFICATION

[5th Amendment in JMRC Recruitment & Services Rules, 2012 since August, 2018]

Pursuant to the Resolution of Board of Directors vide agenda item No. 40.15 and concurrence received from Finance Department, Govt. of Rajasthan, following new Rule 9.6 with the title "Assured Career Progression Scheme" and the following new Appendix (Appendix -VII) with the title "Guidelines for grant of Assured Career Progression to JMRC Employees" is hereby added to JMRC Recruitment & Service Rules, 2012, as under:

"9.6 Assured Career Progression (ACP) Scheme"

The scheme of Assured Career Progression (ACP) with three financial upgradations shall be as under:

a. For Non-Manual Cadre (For Employees Pay Level upto Level-13):

- i) The scheme will be available to all categories of posts of JMRC who are drawing pay upto Level-13 as per JMRC Recruitment & Service Rules, 2012 Pay Matrix for fixation of Pay.
- ii) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the level from which the employee is granted ACP and he shall be placed in the immediate next higher level in the cell equal to the figure so arrived at in the level from which ACP is to be given and if no such cell is available in the level to which ACP granted, he shall be placed at the next higher cell in the immediate higher level.
- iii) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same level as granted under ACP. However if promotion is on the post carrying higher level than only the pay in that level in the Pay Matrix shall be fixed at the equal cell and if there is no equal Cell than at the immediate next cell.
- iv) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of joining of post in regular appointment and shall be admissible on completion of 9, 18 and 27 years regular service respectively.
- v) Existing JMRC employees who have already availed three benefit of financial upgradation will not be eligible for the grant of ACP. Those JMRC employees who have availed benefit of one ACP/ one promotion (as may be applicable) will be eligible for second and third ACP on completion of 18 and 27 years of regular service respectively similarly those JMRC employees who have availed benefit of two ACPs /two promotions/ one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 27 years of regular service.

vi) The authority competent to make appointment on the post held by the JMRC employees shall be competent to grant ACP.

vii) The detailed guidelines for grant of Assured Career Progression (ACP) shall be as contained in annexure appended to these rules.

b. For Managerial Cadre (For Employees Pay Level-14 and above):

i) The scheme will be available to all categories of posts of JMRC who are drawing pay Level-14 and above as per JMRC Recruitment & Service Rules, 2012 Pay Matrix for fixation of Pay.

ii) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the level from which the employee is granted ACP and he shall be placed in the immediate next higher level in the cell equal to the figure so arrived at in the level from which ACP is to be given and if no such cell is available in the level to which ACP granted, he shall be placed at the next higher cell in the immediate higher level.

iii) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same level as granted under ACP. However if promotion is on the post carrying higher level than only the pay in that level in the Pay Matrix shall be fixed at the equal cell and if there is no equal Cell than at the immediate next cell.

iv) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of joining of post in regular appointment and shall be admissible on completion of 10, 20 and 30 years regular service respectively.

v) Existing JMRC employees who have already availed three benefit of financial upgradation will not be eligible for ACP. Those JMRC employees who have availed benefit of one ACP/one promotion (as may be applicable) will be eligible for second and third ACP on completion of 20 and 30 years of regular service, respectively. Similarly those JMRC employees who have availed benefit of two ACPs /two promotions/ one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 30 years of regular service.

vi) The authority competent to make appointment on the post held by the JMRC employees shall be competent to grant ACP.

vii) The detailed guidelines for grant of Assured Career Progression (ACP) is appended to these rules.

The ACP scheme will be effective from prospective date of its issue.


31/7/19

Guidelines for grant of Assured Career Progression (ACP) to JMRC Employees

Under Rule 9.6 of these Rules, the JMRC employees are eligible for financial upgradations. The detailed guidelines for grant of Assured Career Progression (ACP) shall be as under:

- (1) There shall be three financial upgradations. The service shall be counted from the date of joining of a post in regular appointment direct entry Level. The employees in Non-Manual Cadre and those holding isolated post upto Level 13 shall be eligible for ACP on completion of regular service of 9 years as provided in Rule 1 of JMRC Assured Career Progression (ACP) Scheme. The employees in Managerial Cadre and those holding isolated post in Level 14 and above shall be eligible for ACP on completion of regular service of 10 years as provided in Rule 2 of JMRC Assured Career Progression (ACP) Scheme.
- (2) The ACP Scheme envisages merely placement in the immediate next Level in the hierarchy of the Level as given in Annexure-II "Pay Matrix of JMRC Employees" of JMRC Recruitment & Service Rules, 2012. Thus, the Level at the time of financial upgradation under the ACPs can, in certain cases where regular promotion is not between two successive Levels, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.
- (3) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Thus, one increment shall be given in the Level from which the employee granted ACP and he shall be placed in immediate next Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in the Level. There shall, however, be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
- (4) In case where the date of increment and the date of eligibility for ACP is the same, in such cases first increment shall be allowed in the existing Level and thereafter pay shall be fixed in the immediate next Level as per provisions of item (3) above.
- (5) i) Regular service for the purpose of grant of ACP shall be as defined as below:
"Regular Service" means and includes service rendered by a JMRC Employees on his appointment after regular selection in accordance with the provisions contained in the JMRC Recruitment & Service Rules, 2012 for that post. The period of service rendered on ad-hoc basis/urgent temporary basis shall not be counted as the regular service. In other words the period of service which is countable for seniority shall only be counted as regular service.
ii) Regular service for grant of benefits under the ACP Scheme shall be counted from the date of joining of a post in direct entry Level on regular basis on direct recruitment.

iii) Service rendered on ad-hoc/contract basis before regular appointment shall not be taken into reckoning. However, past continuous regular service in another post carrying same level prior to regular appointment in a new post, without a break, shall also be counted towards qualifying regular service for the purpose of ACPs only (and not for regular promotions).

However, benefits under the ACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

iv) 'Regular Service' shall include all periods spent on deputation foreign service, study leave and all other kind of leave (except Extraordinary Leave beyond 90 or 30 days, as the case may be, granted to a Probationer-trainee), duly sanctioned by the competent authority.

(6) i) The financial upgradation would be on non-functional basis subject to satisfactory service record on the basis of which the concerned employee is eligible for promotion on higher post. For this purpose, the service record of the concerned employee of last continuous 7 years service is to be seen. In cases where the service record of last continuous 7 years is not available, the following procedure shall be adopted:

a) In case 7 years Annual Confidential Report/ Working Report (ACR/WR) of JMRC Employees are not available for grant of ACP in that case upto 3 ACRs of previous years of the officer of the Managerial Cadre and upto 2 ACRs/WR of previous years of employees of the Non-Managerial Cadre shall be taken into account.

b) Even after that 7 years ACR is not available than remaining ACR may be considered of the next years for grant of ACP.

c) Any departmental or criminal proceeding may not be pending.

d) In the past years annual increments were regularly granted.

e) The Controlling Officer shall issue a certificate of satisfactory service.

ii) In case of employee who could not be granted ACP due to his unsatisfactory record, he will be granted ACP from the date he becomes eligible for promotion to the higher post on the basis of satisfactory service record subject to the fulfillment of other conditions prescribed in this regard.

iii) The appointing authority shall also obtain an affidavit from the employee with reference to having only two children on or after 01.06.2002 prior to granting ACP. An employee who has more than 2 children on or after 01.06.2002 shall not be granted next ACP for 3 years from the date on which his/her ACP becomes due and it would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation. The employee having more than 2 children shall not be deemed to have been disqualified, so long as the number of children he/she has on 01.06.2002 does not increase.

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

31/7/19

Provided further also that any JMRC employee who is remarried, which is not against any law and before such remarriage he/she is not disqualified for grant of Assured Career Progression under this clause, he/she shall be entitled to Assured Career Progression, if any child is born out of single delivery from such remarriage.

- (7) In the matter of disciplinary proceedings, grant of benefit under the ACPs shall be subject to rules governing normal promotion if any such cases shall, therefore, be regulated under the provisions of the JMRC CDA Rules, 2017 and instructions issued there under.
- (8) The effect of penalty on grant of ACP shall be given as under:

Kind,of Penalty	Effect on ACP
Censure	ACP will be deferred for one year for penalty of each order of censure.
Withholding of Annual increment(s) without cumulative effect	ACP will be deferred for one year for each order of penalty of withholding of annual increment(s) without cumulative effective
Withholding of Annual increment(s) with cumulative effect	ACP will be deferred for number of years for which penalty of withholding of number of annual increment(s) has been imposed. Each order will have separate effect on grant of ACP.
Penalty of withholding of promotion	ACP will be deferred for the period for which Promotion has been deprived. If in the order of deprive of promotion the period has not been indicated in that case ACP will be deferred for a period of 7 years
Recovery from pay of the whole or part of any pecuniary loss caused to the JMRC by negligence or breach of any law, rule or order.	ACP will be deferred for one year for each order of penalty.
Reduction to a lower service grade or post or to a lower time scale or to a lower stage in the time scale.	ACP will be deferred for a period of 7 years.

- (9) The ACPs contemplates merely placement on personal basis in the immediate next Level/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned.
- (10) If a financial upgradation under the ACPs is deferred and not allowed due to the reason of the employee being unfit or due to departmental proceedings, etc this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation.
- (11) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.
- (12) Financial upgradation under the ACPs shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the Level has got higher Level under the ACPs.

(13) Pay drawn in the Level allowed under the ACPs shall be taken as the basis for determining the terminal benefits in respect of the retiring employee,

(14) If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of deferment due to the refusal.

(15) Illustration:


i) If a JMRC Employees in Junior Engineer Level-10 gets his first regular promotion in Level-11 on completion of 9 years of service and then completes service of further 9 years without any promotion then he would be eligible for 2nd financial upgradation under the ACP after completion of 18 years (9+9 years).

ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation on completion of further 9 years of service i.e. after 27 years (9+9+9 years).

(16) The next annual increment shall be granted on 1st July of the year falling after grant of ACP.


(17) The word 'Level' shall also include 'Grade Pay and Scale of Pay', if any.

(18) The authority competent to make appointment on the post held by the JMRC Employees shall be competent to grant ACP."


31/7/19
(Neeraj Naruka)
Executive Director (Corp. Affairs)

Copy to: 3271-76

1. PS to MD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors, JMRC
4. Company Secretary, JMRC With reference to Board minutes item no. 40.15
- ✓ 5. IT Cell, JMRC for uploading on the JMRC Intranet
6. Policy/ Guard File.


31/7/19
(Sunil Kumar Yadav)
Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-153) /JMRC/DCA/RR/2017-18/5005

Dated: 21st Oct. 2019

21 OCT 2019

NOTIFICATION

(6th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the Board of Directors resolution taken in its 41st meeting held on 18th September 2019 vide agenda item No.41.14, the expression "35 years" mentioned in Sub rule (1) of rule 8.1 of JMRC Recruitment & Service Rules, 2012, is hereby replaced with expression "40 years".

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 5066 - 11

1. PS to MD, JMRC
2. All Whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC With reference to Board minutes item no.41.14
- ✓ 5. IT Cell, JMRC for uploading on Intranet
6. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur-302020Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No.F.1 (H-201)/JMRC/DCA/Internal Recruitment/2019-20/5024 Dated: Oct, 2019

NOTIFICATION**21 OCT 2019**(7th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the Resolution of Board of Directors vide agenda item No. 41.13 and concurrence received from Finance Department, Govt. of Rajasthan, following is notified:

1. A new method of recruitment is added as sub Rules 4.4 in JMRC Recruitment & Service Rules, 2012 as under:

"4.4 By Internal Recruitment

The internal recruitment shall be made for the posts as provided in the Schedule appended to these rules. Only employees working in regular scale of JMRC after direct recruitment or absorption or internal recruitment with requisite qualification & experience as provided in schedule, shall be eligible for Internal Recruitment for any post in JMRC".

2. The contents of Schedule of Induction of Immediate Interim Manpower appended to JMRC Recruitment & Service Rules, 2012 for various posts are modified and replaced with the new contents as under:

S. No.	Name of Post and Level in the Pay Matrix	Method of Recruitment	Qualification and Experience
32	Manager (Operations) L-12	Internal Recruitment	A Station Superintendent (L-11)/ Station Controller/ Train Operator (L-10) working in JMRC in regular scale for 4 years.
33	Manager (Rolling Stock) L-12	Internal Recruitment	A Junior Engineer (L-10)/ Section Engineer (L-11) working in Rolling Stock department of JMRC in regular scale for 4 years.
34	Manager (Traction/E&M) L-12	Internal Recruitment	A Junior Engineer (L-10) or Section Engineer (L-11) working in Traction / E&M department of JMRC or a Junior Engineer (Electrical) working in project directorate in regular scale for 4 years.
35	Manager (Civil) L-12	Internal Recruitment	A Junior Engineer (Civil) (L-10) or Section Engineer (Civil) (L-11) working in Civil department/ Project/CA directorate of JMRC in regular scale for 4 years.

21/10/19

S. No.	Name of Post and Level in the Pay Matrix	Method of Recruitment	Qualification and Experience
36	<i>Manager (S&T) L-12</i>	Internal Recruitment	A Junior Engineer (L-10) or Section Engineer (L-11) working in S&T department or a Junior Engineer (Electronics) / Section Engineer (S&T) working in CA/ Project directorate of JMRC in regular scale for 4 years.
44	<i>Station Superintendent L-11</i>	Internal Recruitment	A Station Controller/ Train Operator (L-10) (SC/TO) working in JMRC with a total experience of 3 years after confirmation in regular scale.
45	<i>Manager (Civil) Track L-12</i>	Internal Recruitment	A Junior Engineer (Civil) (L-10) or Section Engineer (Civil) (L-11) working in Civil department/ Project/CA directorate of JMRC in regular scale for 4 years.

3. The existing entry at Serial No. 48 in Schedule of Induction of Immediate Interim Manpower of JMRC Recruitment & Service Rules, 2012 is replaced with the new entry as under:

S. No	Name of Post and Level in the Pay Matrix	Method of Recruitment	Qualification and Experience
48	<i>Station Controller/ Train Operator L-10</i>	5 number of post by Internal Recruitment and remaining by direct recruitment	<p>By Internal Recruitment :</p> <p>A Customer Relations Assistant (CRA) (L-9) working in JMRC since 3 years after confirmation in regular scale.</p> <p>By Direct Recruitment :</p> <p>Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/ Level</p> <p>and</p> <p>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.</p>

4. A new Chapter (Chapter No. XII) is hereby inserted in JMRC Recruitment & Service Rules, 2012 after existing Chapter XI of these Rules with the title "PROCEDURE FOR INTERNAL RECRUITMENT", as enclosed.
5. Accordingly, serial number of subsequent Chapters and related references in the Rules will also change; as under:

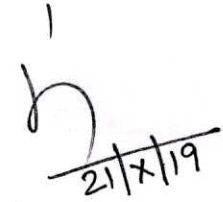
Existing Chapter Number	Title of Chapter	New Chapter Number
XII	Probation and Confirmation	XIII
XIII	Seniority	XIV
XIV	Disqualification for Appointment	XV
XV	Removal of Doubts, Repeal & Saving	XVI

Enclosed: As above


 21/1/19
 (Neeraj Naruka)
 Executive Director (Corp. Affairs)

Copy to: 5025-31

1. PS to CMD, JMRC
2. All Whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC
- ✓ 5. IT Cell, JMRC for uploading on the JMRC Intranet
6. All employees of JMRC through JMRC Intranet
7. Policy/ Guard File


 21/1/19
 (Sunil Kumar Yadav)
 Deputy General Manager (HR)

Chapter XII

12. *PROCEDURE FOR INTERNAL RECRUITMENT*

The Internal Recruitment shall be made for the posts as indicated in the schedule appended to these rules. Only employees working in regular scale of JMRC after direct recruitment or absorption or Internal Recruitment with requisite qualification & experience as provided in schedule, shall be applicable for Internal Recruitment for any post in JMRC.

The following shall be the procedure for Internal Recruitment to various posts in the Corporation.

12.1 INVITING APPLICATIONS

- a) All the vacancies shall be advertised on the website/intranet & notice board(s) of the Corporation.
- b) A detailed notice inviting applications shall be published on the website/intranet of the Corporation as well as on the notice board. Such detailed notice shall among other things state: Job title, number of posts to be filled in, Pay level/Scale of the post, 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 and experience required for the post(s), any examination or written test or psychometric test or interview to be conducted, the date, place and timings of examination and criteria for selection, medical standards, Pay in the Level in the Pay Matrix; training to be given after selection, period of probation, etc.

- c) No application fee/examination fee shall be chargeable from candidates for Internal Recruitment.
- d) There shall not be any restriction of maximum age limit for Internal Recruitment.

12.2 FORM AND MANNER OF APPLICATION

* 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. Except where online submission is prescribed, the application form can be obtained from the office of the Corporation and/or downloaded from the website/intranet of the Corporation, 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.

12.3 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 / psychometric test / interview / medical 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


21/1/13

scrutiny and verification of their candidature, at the time of interview / medical / psychometric test / skill test and / or before being selected/ appointed.

Note: An invitation to appear in the written test / skill test / psychometric test / interview / medical test will not be a proof of any candidate's eligibility. The claim of candidates in respect of category, qualification and experience or any other eligibility criteria may be checked at any stage(s) of the Selection process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the Selection process. Candidates will be allowed to appear in written test / skill test / psychometric test / interview / medical test 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 / skill test / psychometric test / interview / medical test as applicable, and verification of documents and of identity. The candidature of such candidates who do not possess requisite qualification/experience 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.



21/1/17

- 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/ skill test/ psychometric test/ interview/ medical test 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 at the time of interview and/or before being selected/ appointed.
 - iii) All the received Applications shall be entered in a 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.


21/1/19

- v) Based on this scrutiny, those candidates who *prima facie* possess minimum prescribed qualification, have requisite number of years of experience of relevant post 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, qualification and experience or any other eligibility criteria may be checked even at subsequent stage(s) of the Selection process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the Selection 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 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


21/1/12

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 / skill test / psychometric test / medical test, prescribed for the post and/or for interview. The shortlisting maybe done on the basis of results from written 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.


24/1/18

- f) Copies of his/her Annual Confidential Reports of last five years and Vigilance report shall be called from concerned section of Corporate Affairs directorate.
- g) The service and experience particulars shall be verified from service record of employee through concerned section of Corporate Affairs directorate.
- h) 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.
- i) In view of the confidentiality of the Selection 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.
- j) 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.

12.4 SCREENING PROCESS

- a) The Internal Recruitment shall be on the basis of seniority as well as on the basis of his performance during his service in JMRC, in the written test / interview as applicable. Following methodology shall be adopted for screening of candidates for


21/9/17

Internal Recruitment and for preparing merit list for selection against various posts, as under :

1.	For Internal Recruitment to Manager level posts	Maximum marks/weightage in %
	Written test	30
	Seniority	50
	Interview	10
	Annual Confidential Report (ACR) (Last 3 years)	10
2.	For Internal Recruitment to non Managerial posts	Maximum marks/weightage in %
	Written test	Qualifying only
	Seniority	90
	Annual Confidential Report/Working Report (ACR/WR) (Last 3 years)	10

In case of SC/TO, qualifying psychometric tests and medical test will also be conducted.

- b) The written examination shall be aimed at testing the knowledge and skills of the candidate primarily from his/her field of working in the related department. These will include proficiency in relevant technical field, knowledge of rules and regulations and general awareness. Syllabus for the written examination shall be notified alongwith the detailed notice inviting applications.
- c) Candidates who obtain minimum qualifying marks in the written test will only be considered for selection to the higher post & will only be called for interviews and psychometric tests as applicable. The minimum qualifying marks in written test shall be 50% for candidates belonging to SC and ST categories and 60% for other candidates.
- d) In case number of eligible candidates for a particular post is equal to or less than 5, no written examination will be held

21/1/15

and all the eligible candidates will be considered as qualified or maximum marks of written test will be awarded to all such candidates, as the case may be.

- e) The weightage of ACR/WR for selection will be as under:
- i) Outstanding grading for any financial year will be given 5 marks
 - ii) Very Good grading for any financial year will be given 4 marks
 - iii) Good grading for any financial year will be given 3 marks
 - iv) Average grading for any financial year will be given 2 marks
 - v) Below average grading for any financial year will be given 1 mark.
 - vi) Total Agregate score of ACR/WR shall be arrived after adding marks of last 3 years as above.
 - vii) Candidate having 3 years aggregate ACR score of less than 9 will not be considered for Internal Recruitment.
 - viii) Total ACR/WR weightage for previous 3 years will be arrived with respect to maximum of 10 marks, as under:

$$\text{ACR/WR weightage} = \frac{\text{Aggregate ACR score}}{15} \times 10$$

- f) The weightage of seniority will be arrived as under:
- i) In case of Internal Recruitment for Managerial cadre post and if eligible & qualified employee is already available in immediate below scale (Section Engineer, Station Superintendent, etc available for selection to the post of Managers); such employee(s) will be placed at the top of seniority list of all eligible cadars of respective department in the order of their marks awarded in last qualifying

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21/10/12

examination for the present post.

- ii) Seniority list including all remaining eligible employees of each department for each cadre, considering a) above, will be prepared. The candidate at top in seniority list will be awarded maximum marks of seniority and candidate at lowest level of cadre in the department will be awarded 60% of maximum marks of seniority.
 - iii) The seniority marks for candidates between top & bottom level in a cadre of a department will be scaled proportionately.
- g) The final merit list will be prepared for each cadre of respective department after excluding candidates who have failed in the psychometric test & medical test, wherever applicable & excluding the candidates disqualified in written test & ACR/WR screening and will be in the order of total weighted average of marks obtained by each candidate in the written test, interview (wherever applicable), ACR/WR screening and Seniority as per table in rule 12.4(a) above.
- h) In case of any other circumstances & any other issue in calculating weightage score, the selection committee may suggest any additional criteria within overall gambit of above & get approval of Managing Director, JMRC and the final merit list will be prepared, accordingly.



21/10/19

12.5 SELECTION COMMITTEE

- a. The Selection Committee shall be constituted as per **Appendix–III**, depending upon the Level in the Pay Matrix 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.

12.6 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 one year from the date of declaration of result and would be utilised restricted to the number of vacancies originally determined and advertised and it would be used for the vacancies arisen due to cessation of employment of already selected candidate in JMRC due to any reason, during next one year.

12.7 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, on probation for a period of 6 months from the date of joining to the post.


21/1/17

- b. 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; wherever applicable. No alternative appointment on any other post shall be offered to the employee found medically unfit for the post he/she has otherwise been selected for.
 - ii. Vigilance clearance from competent authority of corporation is must before appointment to a post through Internal Recruitment for any of employee.
- c. 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.
- d. During the period of probation, the employee shall be provided 4 weeks induction training.
- e. During the period of probation, the employee will be entitled for full salary in the level/scale of the new post. After completion of probation, the employee shall be confirmed on new post after vigilance clearance and on recommendation of a screening committee to be nominated by Competent Authority.
- f. A person before joining the new post shall accept in writing the terms and conditions of his/her appointment on the duplicate copy of the offer of appointment.


21/10/19



JAIPUR METRO

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(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur-302020

Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-153) /JMRC/DCA/RR/2017-18/6295

Dated: December, 2019

05 DEC 2019

NOTIFICATION

(8th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the Board of Directors resolution taken in its 42nd meeting held on 13th November, 2019 vide agenda item No.42.12, the first proviso under Rule 8.1 (1) of JMRC Recruitment & Service Rules, 2012 is hereby replaced by following:

"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 More Backward Classes (MBC),
 - (b) by 5 years in the case of woman candidates belonging to general category and Economically Weaker Section Sections (EWS),
 - (c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes and More Backward Classes (MBC);"

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 6296-6302

- 1. PS to MD, JMRC
- 2. All Whole time Directors, JMRC
- 3. All Executive Directors/General Managers, JMRC
- 4. Company Secretary, JMRC With reference to Board minutes item no.42.12
- ✓ 5. IT Cell, JMRC for uploading on Intranet and append to the rules available on website/intranet.
- 6. CRA (Store/CA): for placing one copy in all the spare copy of JMRC Rules available in store.
- 7. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No.F.1 (H-82)/JMRC/DCA/Dep.Cor./2014-15/ 8144

Dated: Feb., 2020

13 FEB 2020

NOTIFICATION

(9th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the concurrence received from Finance department, GoR and decision of the Board of Directors taken in its 42 meeting held on 13th November, 2019 vide agenda item No. 42.13, the existing Sub Rule 11.2 (a) of JMRC Recruitment & Service Rules, 2012, is hereby substituted with the revised sub rule, as under:-

"11.2 Tenure:

- a) The post 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 2 years at a time but the total tenure shall not exceed 7 years in general.

Provided that, in special circumstances, the deputation tenure may be allowed to extend beyond 7 years in a span of 1 year in each but the maximum period of deputation in all shall not exceed 10 years subject to the approval of the Appointing Authority for the respective Special Selection post as defined in the JMRC Recruitment & Service Rules, 2012, in each 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 appointing authority reserves the right to revert back any officer so appointed under these rules before completion of such tenure period without assigning any reasons."

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 8145-51

1. PS to CMD, JMRC
2. All Whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC
5. IT Cell, JMRC for uploading on the JMRC Intranet
6. All employees of JMRC through JMRC Intranet
7. Policy/ Guard File

(Sunil Kumar Yadav)

Deputy General Manager (HR)

Registered office: Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020

www.jaipurmetrorail.in, CIN: U60221RJ2010SGC030630



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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No.F.1 (H-153)/ JMRC/DCA/RR/2017-18/ 8428

Dated: February, 2020

26 FEB 2020

NOTIFICATION

(10th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the decision of the Board of Directors taken in its 43th meeting held on 20th January 2020 vide agenda item number 43.7, the existing Sub Rule 13.1(s) of JMRC Recruitment & Service Rules, 2012 is hereby replaced with new Sub-Rule, as under:

- "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 exceeding one month is availed, the probation period shall be extended for the entire period of extraordinary leave. However, the maximum period for which the probation can be extended shall be twelve months. Provided that, in case of EoL availed by a Probationer Trainee prior to 20.01.2020, the period of probation shall be extended by the period of EoL availed beyond one month. The grant of extra ordinary leave to probationer trainee shall be subject to observation of following guidelines:
- Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
 - No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
 - Extraordinary leave shall be granted up to one month by appointing authority on reasonable grounds. Extraordinary leave beyond one month shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
 - In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
 - Those who proceed on extraordinary leave without prior sanction shall be treated as cases of willful absence and liable to disciplinary action.
 - If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study/ preparing for competitive examination, the periods of absence shall be treated as dies non and the same shall not be countable for any purpose."

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy To: 8429-34

1. PS to CMD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors/ General Managers, JMRC
4. Company Secretary, JMRC
5. IT Cell, JMRC for uploading on the JMRC Intranet
6. Policy/ Guard File

(Sunil Kumar Yadav)

Deputy General Manager (HR)



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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-87) JMRC/DCA/HR/Absorption/2014-15/ 10233

Dated: July, 2020

01 JUL 2020

NOTIFICATION:

(11th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Sub: Policy and Procedure for Absorption in JMRC

Pursuant to approval of Finance Department, GoR and the approval of Board of Directors in its 44th Meeting held on 10th June, 2020, vide agenda item no. 44.13, following is notified:

a) "Policy and Procedure for Absorption in JMRC" is hereby appended as "Appendix-VII" to JMRC Recruitment & Service Rules, 2012, as enclosed herewith.

b) A new paragraph is hereby added in Rule 4.1 of Chapter IV of JMRC Recruitment & Service Rules, 2012 as under:

'Such employees working on deputation through Special Selection in JMRC can be absorbed in JMRC on his/her request after resigning or taking voluntary retirement from their parent Department/ Board/PSU or any other Organisation of Central/State Government (s) against any sanctioned post of special selection in the Corporation; subject to fulfilling other conditions as provided in these rules.'

c) A note is added at the end of Schedule for Induction of Immediate Interim Manpower, appended to JMRC Recruitment & Service Rules, 2012 as under:

'The officers selected for deputation through Special Selection can be absorbed in JMRC as per rules, policy and procedures prescribed.'

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Encl: As Above

Copy to: 10234-10241

1. PS to CMD, JMRC
2. All Whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC (through email only)
4. All JGMs, JMRC (through email only)
5. Company Secretary, JMRC
6. IT Cell, JMRC (through email) for uploading on the JMRC Intranet
7. All employees of JMRC through JMRC Intranet
8. Policy/ Guard File



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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

Appendix-VII

Policy and Procedure for Absorption in JMRC

1. Introduction

Jaipur Metro Rail Corporation (JMRC) may absorb an employee after VRS/ technical resignation/Resignation, as the case may be, from his/her parent organisation of Central or State Governments, against the post of special selection on his/her request subject to fulfilment of eligibility criteria and other requirements specified herein.

2. Objective

To retain expert & experienced manpower working on deputation from government departments/public sector undertakings/any other organisation of central government/state government(s) in JMRC, so that functions of JMRC can be delivered effectively and smoothly without any interruption.

3. Eligibility

The application for this purpose will be considered only from such employee(s):

- i) Who is working on deputation in JMRC for at least 2 years and was selected through special selection prior to the date of his application for absorption and;
- ii) Who is a confirmed & regular employee in the parent organization and;
- iii) Who has at least 3 outstanding ACRs/APARs out of the preceding 5 ACRs/APARs and;
- iv) Who has at-least 3 years of service remaining to attain superannuation or would have served for at-least 3 years before attaining superannuation had he/she been in the service in his/her parent organisation and;
- v) Who does not have any vigilance case/departmental enquiry pending against him/her in parent organisation & JMRC, and;
- vi) Who is permitted for absorption in JMRC by the parent organization by issuing NOC or by forwarding the application for absorption and/or who is willing to seek VRS/Resignation/Technical resignation in parent organisation after approval of absorption in JMRC.

4. Terms & conditions of absorption

- i) Given, the transitory nature of the mode of project operations & maintenance as brought out on the preamble of JMRC Recruitment & Service Rules, 2012, nature of service is temporary and absorption in JMRC will be subject to the provision of Rule 3 & Preamble of JMRC Recruitment & Service Rules, 2012;
- ii) Absorption of employees shall be at the discretion of JMRC and cannot be taken as a right.
- iii) The policy for absorption shall be applicable only to the special selection posts

(deputation) higher than Dy. General Manager level (i.e., Jt. General Manager or equivalent & above) & no absorption shall be considered for the posts of Dy. General Manager level or below.

- iv) On joining the services of the Corporation, the employee concerned shall be governed by the various Rules, Regulations and orders of the Corporation as may be in force from time to time.
- v) The absorbed employee shall be treated as fresh appointee in the Corporation. However, there will not be any probation period and the employee so absorbed shall be treated as a regular employee of the Corporation from the date of his/her absorption in the corporation. She/he shall not be entitled for any monetary benefits of past services rendered in the parent organisation except for his initial fixation and initial seniority at the time of absorption.
- vi) The person shall normally be absorbed in the equivalent of the grade/level held by him in his parent cadre considering the increment in the scale of new grade/pay level as per length of service in the present scale or at the lowest of the scale in the grade pay of post held in JMRC, whichever is higher. However, no body shall be absorbed in a grade/pay level which is more than one grade/level higher than the equivalent level/ post held by him in parent organisation.
- vii) For the purpose of pay fixation, the equivalency of IDA scale with CDA scale shall be issued from time to time by JMRC.
- viii) After initial fixation of pay his total emoluments, the Annual Grade Increments shall be on the new basic pay fixed, initially.
- ix) In case the total emoluments (Basic plus DA and other allowance) applicable in parent organisation and as drawn in JMRC before absorption are higher than the new emoluments calculated as above, the total emoluments drawn immediately before the absorption will be protected. While deciding so, the Basic Pay and DA applicable in parent organisation shall be re-structured and new basic pay in JMRC shall be arrived through reverse calculation after deduction of DA as applicable in JMRC. Any other allowance payable in parent organisation (like cafeteria allowance in DMRC, etc) & Special Allowance Payable in JMRC on the date of absorption will be protected and to be paid as a Special pay in fixed amount. This Special pay shall be payable continuously as a fixed amount till the service of employee in JMRC.
- x) Once an employee is absorbed in JMRC, he shall be considered as retired from his/her parent organisation. Leave, Pension, Provident Fund, Retirement benefits and other such issues of the past service shall be determined & settled by the parent organisation and no liability of past service shall be created on JMRC.
- xi) Absorbed employee shall be entitled for NPS and other facilities like Accidental Insurance, Medical Insurance etc., as per entitlement of the directly recruited employees of JMRC.


1.1.2020

- xii) Perks and facilities to the absorbed employee of Corporation shall be as admissible under JMRC Rules.
- xiii) Seniority in the cadre in which he/she is absorbed will normally be counted from the date of absorption in JMRC.

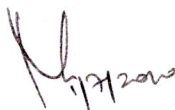
5. Procedure for absorption

- i) Candidate will submit application for willingness of absorption through his controlling officer and concerned Director. In parallel, the candidate will send a copy of application to his/her parent organisation for NOC. The Selection Committee defined in JMRC Rules for direct recruitment/special selection posts will also function as Selection Committee for absorption.
- ii) All such applications shall be compiled at the end of each quarter and shall be referred to concerned Selection Committee constituted as per Appendix-III of JMRC Recruitment & Service rules, 2012.
- iii) The suitability of the person before he/she is absorbed shall be adjudged by the Selection Committee after screening the records & documents and after interviewing the candidate.
- iv) The selection committee shall also recommend the pay level/Basic Pay applicable to the employee after absorption, as per this policy.
- v) On recommendation of the Selection Committee, he/she shall be given absorption offer for the post with immediate effect, subject to the provisions of Preamble and Rule 3 of JMRC Recruitment & Service Rule, 2012 and subject to acceptance of his VRS/Technical resignation/ Resignation by parent organisation. The absorption offer shall also have mention of the applicable pay scale/level for the offer after absorption in JMRC.
- vi) On receipt of absorption order the employee will join afresh on the post offered.

6. Removal of doubts, repeal and saving

- i) If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Managing Director of the Corporation, whose decision shall be final.
- ii) Managing Director of the JMRC is empowered to relax the eligibility criteria for absorption in exceptional deserving cases on the recommendations of Selection Committee, recording the reasons for the same in writing.
- iii) Any changes & modifications in this absorption policy/ procedure can be done with the approval of Board of Directors of the Corporation.

For item no. 6(ii) & 6(iii) above, approval of the State Government shall be obtained under the provisions of RAPSAR Act, 1999 in each and every case.





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Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No.F.1 (H-201)/JMRC/DCA/Internal Recruitment/2019-20/12726

Dated: Nov, 2020

NOTIFICATION

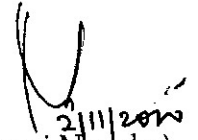
10² NOV 2020

(12th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the Resolution of Board of Directors vide agenda item No. 44.12 and concurrence received from Finance Department, Govt. of Rajasthan, following is notified:

1. The word 'Internal Recruitment' appearing in the any Rule/Sub- rule of JMRC Recruitment & Service Rules, 2012 (the Rules) & in any Schedule appended to the Rules is replaced with the word 'Promotion'.
2. The existing Chapter-XII (Rule 12) of JMRC Recruitment & Service Rules, 2012 is hereby replaced with the new Chapter XII "Procedure for Promotion" as enclosed herewith Annexure-I.

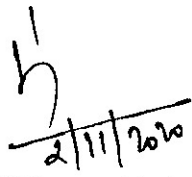
The new Procedure for Promotion shall be applicable for all the cases to be notified and processed henceforth.


(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 12727-12733

1. PS to CMD, JMRC
2. All Whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC
- ✓ 5. IT Cell, JMRC for uploading on the JMRC Intranet
6. All employees of JMRC though JMRC Intranet
7. Policy/ Guard File


(Sunil Kumar Yadav)
Deputy General Manager (HR)



JAIPUR METRO

ANNEXURE-I

"Chapter XII

12. PROCEDURE FOR PROMOTION

The Promotion shall be made for the posts as indicated in the schedule appended to these rules. Only employees working in regular scale of JMRC after direct recruitment or absorption or Promotion with requisite qualification & experience as provided in schedule shall be applicable for Promotion for any post in JMRC.

The following shall be the procedure for Promotion to various posts in the Corporation:

12.1 INVITING APPLICATIONS

- a) All the vacancies shall be advertised on the website/intranet & notice board(s) of the Corporation.
- b) A detailed notice inviting applications shall be published on the website/intranet of the Corporation as well as on the notice board. Such detailed notice shall among other things state: Job title, number of posts to be filled in, Pay level/Scale of the post, 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 and experience required for the post(s), any examination or written test or psychometric test or interview to be conducted, the date, place and timings of examination and criteria for selection, medical standards, Pay in the Level in the Pay Matrix; training to be given after selection, period of probation, etc.
- c) No application fee/examination fee shall be chargeable from candidates for Promotion.
- d) There shall not be any restriction of maximum age limit for Promotion.

12.2 FORM AND MANNER OF APPLICATION

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. Except where online submission is prescribed, the application form can be obtained from the office of the Corporation and/or downloaded from the website/intranet of the Corporation, 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.

12.3 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 / psychometric test / interview / medical 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 / medical / psychometric test / skill test and / or before being selected/ appointed.

Note: An invitation to appear in the written test / skill test / psychometric test / interview / medical test will not be a proof of any candidate's eligibility. The claim of candidates in respect of category, qualification and experience or any other eligibility criteria may be checked at any stage(s) of the Selection process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the Selection process. Candidates will be allowed to appear in written test / skill test / psychometric test / interview / medical test 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 / skill test / psychometric test / interview / medical test as applicable, and verification of documents and of identity. The candidature of such candidates who do not possess requisite qualification/experience 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.

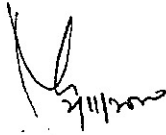
- b) In the case of an offline application process being adopted:
- i) The process of registration, scrutiny and verification of Applications, before calling candidates for written test/ skill test/ psychometric test/ interview/ medical test will be based on the information provided by the applicant 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 at the time of interview and/or before being selected/ appointed.



- iii) All the received Applications shall be entered in a 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* possess minimum prescribed qualification, have requisite number of years of experience of relevant post and fulfill 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, qualification and experience or any other eligibility criteria may be checked even at subsequent stage(s) of the Selection process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the Selection 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 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 / skill test / psychometric test / medical test, prescribed for the post and/or for interview. The shortlisting may be done on the basis of



results from written 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) Copies of his/her Annual Confidential Reports of last five years and Vigilance report shall be called from concerned section of Corporate Affairs directorate.
- g) The service and experience particulars shall be verified from service record of employee through concerned section of Corporate Affairs directorate.
- h) 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.
- i) In view of the confidentiality of the Selection 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.
- j) 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.

12.4 SCREENING PROCESS

- a) The Promotion shall be on the basis of seniority/ experience as well as on the basis of his performance during his service in JMRC, in the written test / interview as applicable. Following methodology shall be adopted for screening of candidates who meet the qualifying conditions for Promotion to a post and for preparing merit list for selection against various posts:

- i) For Promotion to Manager level posts:

1. Qualifying condition:

S.No.	Item	Criteria
1.	Annual Confidential Report/ Working Report (ACR/WR) (Last 3 years)	Equal to or greater than 22 points as per Rule 12.4(e)

2. For preparation of merit list:

S.No.	Item	Weightage %
1.	Seniority	50%
2.	Experience	10%
3.	Written Examination	30%
4.	Interview	10%

(ii) For Promotion to Non-Managerial level posts:

i. Qualifying condition:

S.No.	Item	Criteria
1.	Annual Confidential Report/ Working Report (ACR/WR) (Last 3 years)	Equal to or greater than 22 points as per Rule 12.4(e)
2.	Written Examination*	60% Qualifying marks
3.	Psychometric Tests*	As per standards
4.	Medical Test*	As per standards

*only for the posts of Station Controller/ Train Operator and Junior Engineers. Not required for other non-managerial posts.

2. For preparation of merit list:

S.No.	Item	Weightage %
1.	Seniority	100%

- b) The written examination, wherever applicable, shall be aimed at testing the knowledge and skills of the candidate primarily from his/her field of working in the related department. These will include proficiency in relevant technical field, knowledge of rules and regulations and general awareness. Syllabus for the written examination shall be notified alongwith the detailed notice inviting applications.
- c) Candidates who obtain minimum qualifying marks in the written test, wherever applicable, will only be considered for selection to the higher post & will only be called for interviews and psychometric tests as applicable. The minimum qualifying marks in written test shall be 60% for all candidates.
- d) In case number of eligible candidates for a particular post is equal to or less than 5, no written examination, wherever applicable, will be held and all the eligible candidates will be considered as qualified or maximum marks of written test will be awarded to all such candidates, as the case may be.




- e) The benchmark grading points for ACR/WR for qualifying will be as under:

S.No.	Grading	Points
1.	Outstanding	10
2.	Very Good	08
3.	Good	06
4.	Average	04
5.	Below Average	02

- f) The weightage of seniority/ experience will be arrived as under:

i)	The seniority of an employee shall be considered as per his/her seniority in the present cadre. For, first promotion, the seniority in their Direct Recruitment cadre shall be considered.
ii)	In case of Promotion for Managerial cadre and if eligible & qualified employee is already available in immediate below scale (Section Engineer, Station Superintendent, etc available for selection to the post of Managers); such employee(s) will be placed at the top of seniority list of all eligible cadres of respective department in the order of their marks awarded in last qualifying examination for the present post.
iii)	Seniority list including all remaining eligible employees of a each cadre, considering a) above, will be prepared. The candidate at top in seniority list will be awarded maximum marks of seniority and candidate at lowest level of the cadre will be awarded 60% of maximum marks of seniority.
iv)	The seniority marks for candidates between top & bottom level in a cadre will be scaled proportionately.
v)	The marks for experience shall be calculated as per below: $10 \times \frac{\text{Number of years of total service in JMRC of the candidate}}{\text{Number of years of service in JMRC of the senior most candidate}}$

- g) The final merit list will be prepared for each cadre of respective department after excluding candidates who have failed in the psychometric test & medical test, wherever applicable & excluding the candidates disqualified in written test & ACR/WR screening and will be in the order of total weighted average of marks obtained by each candidate in the written test, interview (wherever applicable), ACR/WR screening and Seniority/ experience as per table in rule 12.4(a) above.


21/11/2020

- h) In case of any other circumstances & any other issue in calculating weightage score, the selection committee may suggest any additional criteria within overall gambit of above & get approval of Managing Director, JMRC and the final merit list will be prepared, accordingly.

12.5 SELECTION COMMITTEE

- a. The Selection Committee shall be constituted as per **Appendix-III**, depending upon the Level in the Pay Matrix 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.

12.6 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 one year from the date of declaration of result and would be utilised restricted to the number of vacancies originally determined and advertised and it would be used for the vacancies arisen due to cessation of employment of already selected candidate in JMRC due to any reason, during next one year.

12.7 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, on probation for a period of 6 months from the date of joining to the post.
- b. 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; wherever applicable. No alternative appointment on any other post shall be offered to the employee found medically unfit for the post he/she has otherwise been selected for.
 - ii. Vigilance clearance from competent authority of corporation is must before appointment to a post through Promotion for any of employee.



- c. 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.
- d. During the period of probation, the employee shall be provided 4 weeks induction training.
- e. During the period of probation, the employee will be entitled for full salary in the level/scale of the new post. After completion of probation, the employee shall be confirmed on new post after vigilance clearance and on recommendation of a screening committee to be nominated by Competent Authority.
- f. A person before joining the new post shall accept in writing the terms and conditions of his/her appointment on the duplicate copy of the offer of appointment."





JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking) (CIN: U60221RJ2010SGC030630)

Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur-302020

Website: www.jaipurmetrorail.in

Email: edca@jaipurmetrorail.in

No.: F.1(H-153)/ JMRC/DCA/RR /2017-18/ 3265

Dated: Sep., 2020

12 9 SEP 2021

NOTIFICATION

(13th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the approval of the FD, GoR and the decision of the Board of Directors taken in its 48th meeting held on 24.08.2021 vide agenda item number 48.13, the first proviso under Rule 8.1 (1) of JMRC Recruitment & Service Rules, 2012 is hereby replaced as under:

"Provided further that

- i) the upper age limit mentioned above shall be relaxed by -
 - (a) 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes (MBC) and Economically Weaker Sections (EWS);
 - (b) 5 years in the case of woman candidates belonging to general category; and
 - (c) 10 years in the case of woman candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes (MBC) and Economically Weaker Sections (EWS)."

29/9/2021
(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 3266-3272

1. PS to CMD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors/General Managers, JMRC
4. Company Secretary, JMRC with reference to Board Minutes item no. 48.13
5. IT Cell, JMRC for uploading on JMRC Intranet and append to the rules available on Website / Intranet.
6. CRA (Store/CA): for placing one copy in all spare copies of JMRC Rules available in store.
7. Policy / Guard File

29/9/2021
(Sunil Kumar Yadav)

Deputy General Manager (HR)



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020
JAIPUR METRO Phone-0141-2822754 email:dgmhr@jaipurmetrorail.in

No.F.1(H- 153)/JMRC/DCA/RR/2017-18/ 4040

Dated: Oct., 2022

13 1 OCT 2022

NOTIFICATION

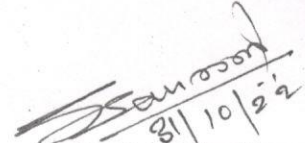
(14th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Pursuant to the approval of FD, GoR and the decision of the Board of Directors taken in its 54th meeting held on 09.09.2022 vide agenda item number 54.10, the existing Sub-Rule 9.3(d)(a) of Chapter IX of JMRC Recruitment & Service Rules, 2012 and is hereby substituted with the revised sub rule w.e.f. 01.04.2022 as under:

d) Special Conveyance Allowance for Physically Challenged

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

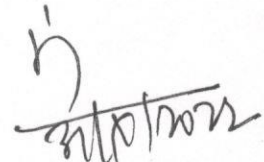
- a) "The Conveyance Allowance shall be admissible at the rate of 6% of the Basic Pay subject to maximum of Rs. 1200/- per month."


(Sanjay Bansal)

Executive Director (Corp. Affairs)

Copy to :- 4041-4048

1. PS to CMD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors, JMRC
4. General Manager (Fin.), JMRC
5. Company Secretary, JMRC with the reference to Board Minutes item no. 54.10
6. IT Cell, JMRC for uploading on JMRC Intranet and append to the rules available on Website/Intranet.
7. CRA (Store/CA): for placing one copy in all spare copies of JMRC Rules available in store.
8. Policy/Guard File.



(Sunil Kumar Yadav)

Deputy General Manager (HR)



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

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JAIPUR METRO Phone-0141-2822754 email:dgmhr@jaipurmetrorail.in

No.F.1(H-153)/JMRC/DCA/RR/2017-18/7534

Dated: 15 MAR 2024

NOTIFICATION

(15th amendment in JMRC Recruitment & Service Rules, 2012 since August, 2018)

Consequent to the approval of CMD, JMRC, the existing Sub-Rule 9.2(h) of Chapter IX of JMRC Recruitment & Service Rules, 2012 is hereby substituted with the revised sub rule w.e.f. 01.07.2023 as under:

h) Washing Allowance

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

- Managerial Staff: Rs. 180 per month
- Non- Managerial Staff: Rs. 180 per month

(Sanjay Bansal)

Executive Director (Corp. Affairs)

Copy to :-

15 MAR 2024

- PS to CMD, JMRC 7535-7542
- All whole time Directors, JMRC
- All Executive Directors, JMRC
- General Manager (Fin.), JMRC
- Company Secretary, JMRC
- IT Cell, JMRC for uploading on JMRC Intranet and append to the rules available on Website/Intranet.
- CRA (Store/CA): for placing one copy in all spare copies of JMRC Rules available in store.
- Policy/Guard File.

Deputy General Manager (HR)