

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification No. 282/S9-1-2005-16 (Kha)-91, dated March 23, 2005.

**No. 282/S9-1-2005-16 (Kha)-91**

*March, 23, 2005*

In exercise of the powers conferred by section 37 read with sub-section (3) of section 10 of the Uttar Pradesh Khadi and Village Industries Board Act, 1960 (U. P. Act no. 10 of 1960), the Uttar Pradesh Khadi and Village Industries Board, with the previous sanction of the State Government, makes the following regulations for regulating the recruitment and conditions of service of persons appointed to the Uttar Pradesh Khadi and Village Industries Board (Group-D) Service:

**THE UTTAR PRADESH KHADI AND VILLAGE INDUSTRIES BOARD (GROUP-D)  
SERVICE REGULATIONS, 2005**

**PART I—General**

**1. Short title and commencement.**—(i) These regulations may be called the Uttar Pradesh Khadi and Village Industries Board (Group-D) Service Regulations, 2005.

(ii) They shall come into force with effect from the date of their publication in the Gazette.

**2. Status of service.**—Uttar Pradesh Khadi and Village Industries Board (Group-D) Service comprises Groups 'D' posts.

**3. Definition.**—(1) In these Regulations, unless there is anything repugnant in the subject or context:

(a) 'Act' means the Uttar Pradesh Khadi and Village Industries Board Act, 1960;

(b) 'Appointing Authority' means the Chief Executive Officer;

(c) 'Board' means the Uttar Pradesh Khadi and Village Industries Board established under section 4 of the Act;

(d) 'Chief Executive Officer' means the Chief Executive Officer of the Board;

(e) 'Citizen of India' means a person who is or is deemed to be a citizen of India under Part-II of the Constitution;

(f) 'Constitution' means the Constitution of India;

(g) 'Government' means the State Government of Uttar Pradesh;

(h) 'Member of Service' means a person substantively appointed under these regulations or the regulations in force prior to the commencement of these regulations to a post in the cadre of the service;

(i) 'Service' means the Uttar Pradesh Khadi and Village Industries (Groups-D) Service;

(j) 'Substantive Appointment' means an appointment not being an *ad-hoc* appointment on a post in the cadre of the service, made after selection in accordance with these regulations or the regulations in force prior to the commencement of these regulations;

(k) 'Year of Recruitment' means a period of twelve months commencing from the first day of July of a calendar year;

(2) Words and expressions not defined in these regulations but defined in the act, shall have the meanings respectively assigned to them in the Act.

**PART II—Cadre**

**4. Cadre of service.**—(1) The strength of the service and of each category of posts therein shall be such as may be determined by the Board from time to time.

(2) The strength of service and of each category of posts therein shall, until orders varying of the same are passed under sub-regulation (1) be as given in column 2 of appendix.

Provided that—

(i) the appointing authority may leave unfilled or the board may hold in obedience any vacant post, without thereby entitling any person to compensation ; or

(ii) the Board may with the previous approval of the Government create such additional permanent or temporary posts as it may consider proper.

**PART III—Recruitment**

**5. Source of recruitment.**—Recruitment to the various categories of posts in the service shall be made from the sources as mentioned in column 6 of appendix.

**6. Reservation.**—Reservation for candidate belonging to the Schedule Castes, Schedule Tribes and other categories shall be in accordance with the orders of the Government in force at a time of recruitment.

**PART IV—Qualifications**

**7. Nationality.**—A candidate for direct recruitment to a post in the service must be:

(a) a citizen of India; or

(b) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India; or

(c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any if the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to category (b) or (c) must be a person in whose favour a certificate of eligibilities been issued by the Government:

Provided further that a candidate belonging to category (b) will also required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh:

Provided also, that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond the period of one year shall be subject to his acquiring Indian citizenship.

**Note.**— A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

**8. Academic qualification.**—A candidate for recruitment to various posts in the service must possess the minimum qualifications against each post in column-4 of appendix.

**9. Preferential qualifications.**—A candidate who has:

(i) served in the Territorial Army for a minimum period of two years ; or

(ii) obtained training from all India Khadi and Village Industries Commission or from an Institution recognized by Khadi and Village Industries Commission and Khadi and Village Industries Board shall :

Other things being equal, be given preference in the matter of direct recruitment.



**10. Age.**—A candidate for direct recruitment to the various posts in the service must have attained the minimum age of eighteen years and must not have attained the age of more than thirty two years on the first day of July of the Calendar year in which vacancies are advertised :

Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time, shall be greater by such number of years as may be specified.

**11. Character.**—The character of a candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in the board. The appointing authority shall satisfy itself on this point.

**Note.**—Persons dismissed by the Union Government, or by a State Government, or by a Local Authority, or a Corporation, or Body owned or controlled by the Union Government, or a State Government shall be ineligible for appointment to any post in the service, persons convicted of an offence involving moral turpitude shall also be ineligible.

**12. Marital status.**—A male candidate who has more than one wife living, or a female candidate who has married a man already having a wife living, shall not be eligible for appointment to a post in the service:

Provided that the Board may, if satisfied that there exist special grounds for doing, so exempt any person from the operation of this regulation.

**13. Physical fitness.**—No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate, is finally approved for appointment he shall be required to produce a Medical Certificate of fitness from the Chief Medical Officer of a district.

#### **PART V—Procedure for Recruitment**

**14. Determination of vacancies.**—The appointing authority shall determine and notify to the Employment Exchange in accordance with the rules and order of the Government for the time being in force and shall also advertise them in two leading newspapers, the number of vacancies to be filled during the course of year, as also the number of vacancies to be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories under regulation 6.

**15. Procedure for direct recruitment.**—(1) For the purpose of direct recruitment there shall be a Selection Committee comprising :

- |   |               |
|---|---------------|
| (i) Chief Executive Officer or his nominee not below the rank of Joint Chief Executive Officer              | ... Chairman. |
| (ii) Officer In-charge of establishment   | ... Member.   |
| (iii) One Technical Officer nominated by the Chief Executive Officer  | ... Member.   |
| (iv) An Officer belonging to Scheduled Castes, or Scheduled Tribes nominated by the Chief Executive Officer | ... Member.   |
| (v) An Officer belonging to Backward Classes nominated by the Chief Executive Officer                       | Member.       |
| (vi) An Officer belonging to Minority Community nominated by the Chief Executive Officer                    | ... Member.   |

(2) The Selection Committee shall scrutinize the applications and shall having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories in accordance with regulation 6, call for interview such candidates as fulfil the requisite qualifications.

(3) The Selection Committee shall prepare a list of candidates in order of their proficiency as disclosed by the marks obtained by each candidate in the interview, if two or more candidates obtain equal marks, the Selection Committee shall arrange their names in order of merit on the basis of their general suitability for the post. The number of the names in the list shall be larger (but not larger by more than 25 per cent), than the number of vacancies. The Selection Committee shall forward the list to the appointing authority.

**16. Procedure for recruitment by promotion.**—(1) Recruitment by promotion shall be made on the basis of seniority subject to the rejection of unfit through a department Promotional Committee comprising :

- |       |   |               |
|-------|---|---------------|
| (i).  | Appointing authority or his nominee not below the rank of Joint Chief Executive Officer.                          | ... Chairman. |
| (ii)  | Joint Chief Executive Officer-in-charge of the establishment  | ... Member.   |
| (iii) | One technical officer not below the rank of Deputy Chief Executive Officer nominated by the appointing authority. | ... Member.   |
| (iv)  | An officer belonging to Scheduled Castes or Scheduled Tribes nominated by appointing authority.                   | ... Member.   |

Provided that in case there is no member belonging to Backward Class in the Selection Committee officer belonging to backward class shall be nominated by the appointing authority as an additional member of Selection Committee.

(2) The appointing authority shall prepare eligibility list of the candidate in accordance with the Uttar Pradesh Promotion by selection (on the posts out side the purview of the Public Service Commission) eligibility list Rule, 1986, as amended from time to time and place it before the Departmental Promotion Committee along with their character roles and such other records pertaining to them as may be considered proper.

(3) The Departmental Promotion Committee shall consider the cases of the candidates on the basis of the records referred to in sub-regulation (2) and if it considers necessary, it may interview the candidates also.

(4) The Departmental Promotion Committee shall prepare a list of selected candidates arranged in order of seniority as it stood in the cadre from which they are to be promoted and forward the same to the appointing authority.

**17. Combined select list.**—If in any year of recruitment, appointments are made both by direct recruitment and by promotion, a combined select list shall be prepared by the appointing authority by taking the names of candidates from the relevant lists in such manner that the prescribed percentage is maintained, the first name in the list being for the person appointed by promotion.

#### **PART VI—Appointment, Probation, Confirmation and Seniority.**

**18. Appointment.**—(1) The appointing authority shall make appointments against the existing vacancies and on the occurrence of substantive vacancies by taking the names of candidates in the order in which they stand in the list prepared under regulations 15 and 16, which shall remain valid for one year from the date of list preparation.

(2) If more than one orders of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of merit as determined in the selection.



**19. Probation.**—(1) A person on substantive appointment to a post in the service shall be placed on probation for a period of two years.

(2) The appointing authority may, for reasons to be recorded extend the period of probation in individual cases, specifying the date up to which the extension is granted :

Provided that save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstance beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, his service may be dispensed with.

(4) A probationer whose services are dispensed with under sub-regulation (3) shall not be entitled to any compensation.

(5) The appointing authority may allow continuous service rendered in an officiating or temporary capacity in a post included in the cadre of the service or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

**20. Confirmation.**— A probationer shall be confirmed in his appointment at the end of the period of probation or extended period of probation if—

(a) his work and conduct is reported to be satisfactory ;

(b) his integrity is certified ; and

(c) the appointing authority is satisfied that he is otherwise fit for confirmation.

**21. Seniority.**—(1) Except as hereinafter provided, the seniority of persons in the cadre of service shall be determined from the date of the order of substantive appointment and if two or more persons are appointed together, from the order in which their names are arranged in the appointment order.

Provided that if the appointment order specifies a particular back date with effect from which a person is substantively appointed, that date shall be deemed to be the date of order of substantive appointment and in other cases it will mean the date of issue of the order.

Provided further that, if more than one order of appointment are issued in respect of any one selection, the seniority shall be as mentioned in the combined order of appointment issued under sub-regulation (2) of Regulation 18.

(2) The seniority *inter se* of persons appointed directly on the result of any one selection, shall be the same as determined by the Selection Committee.

Provided that a candidate recruited directly may lose his seniority if he fails to join without valid reasons when a vacancy is offered to him. The decision of the appointing authority as to the validity of reason shall be final.

(3) The seniority *inter se* of persons appointed by promotion on the result of any one selection shall be the same as it was in the cadre from which they were promoted.

#### **PART VII—Pay etc.**

**22. Scale of pay.**—(1) The scales of pay admissible to persons appointed to the various categories of posts in the service, whether in a substantive or officiating capacity or as a temporary measure, shall be such as may be determined by the Board, with the prior approval of the Government from time to time.

(2) The scales of pay in force at the time of commencement of these regulations are indicated against the each post in Column 5 of the Appendix.

**23. Pay during probation.**—(1) A person on probation, if he is not already in the permanent service of the Board, shall be allowed his first increment in the time scale when he has completed one year of satisfactory service and second increment after two years service when he has completed the probationary period and is also confirmed :

Provided that if the period of probation is extended on account of unsatisfactory work or conduct, such extension shall not count for increment, unless the appointing authority directs otherwise.

(2) The pay during probation of a person who was already holding a post under the Board shall be regulated by the relevant orders of the Board :

Provided that if the period of probation is extended on account of unsatisfactory work and conduct, such extension shall not count for increment, unless the appointing authority directs otherwise.

(3) The pay during probation of a person already in permanent Board's service shall be regulated by the relevant rules, applicable to Government servants generally serving in connection with the affairs of the State.

**24. Criteria for crossing efficiency bar.**—(1) No person shall be allowed to cross—

- (i) the first efficiency bar or the single efficiency bar (where there is only one efficiency bar) unless his work and conduct are found to be satisfactory and his integrity is certified, and
- (ii) the second efficiency bar unless he has worked diligently and to the best of his ability, his work and conduct are found to be satisfactory and his integrity is certified.

#### **PART VIII—Other provisions.**

**25. Canvassing.**—No recommendation, either written or oral, other than those required under the regulations applicable to the post or service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

**26. Regulation of other matters.**—In regard to the matters not specifically covered by these regulations, or by special orders, persons appointed to the cadre of the service shall be governed by the rules, regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.

**27. Relaxation from the conditions of service.**—Where the Board is satisfied that the operation of any regulation regulating the conditions of service of persons appointed to the service causes undue hardship in any particular case it may, notwithstanding anything contained in the regulations applicable to the case, by order, dispense with or relax the requirement of that regulation to such extent and subject to such conditions as it may consider necessary for dealing with the case to a just and equitable manner :

Provided that where such a regulation has been made after previous sanction of the Government, the Government shall be consulted before the requirement of the regulations are dispensed with or relaxed.

**28. Saving.**—Nothing in these regulations shall affect reservations and other concessions required to be given to the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders of the Government issued from time to time in this regard.



## APPENDIX

Sl. no.	Name of Post	No. of post			Qualifications	Scale of Pay	Source of Recruitment
		Per.	Tem.	Total			
1	2	3			4	5	6
1.	Book Binder	0	1	1	1. Junior High School 2. Certificate of any institution of working as book binder 3. Two years practical experience of working as book binder	Rs. 2750-70-3800-4400	By direct recruitment
2.	Daftari	1	-	1	1. Junior High School 2. Experience in maintaining and operating cyclo style machine	Rs. 2610-60-3150-65-3540	-do-
3.	Gardener	1	-	1	1. Ability to read and write 2. Experience in Gardening	Rs. 2550-55-2660-60-3200	-do-
4.	Packer	2	-	2	1. 5 <sup>th</sup> class 2. Experience in Packing	-do-	-do-
5.	Sweeper	4	11	15	5 <sup>th</sup> class	-do-	-do-
6.	Cleaner	3	-	3	5 <sup>th</sup> class	-do-	-do-
7.	Treasury Messenger	1	-	1	5 <sup>th</sup> class and able to ply cycle	-do-	-do-
8.	Store Attendent	2	-	2	-do-	-do-	-do-
9.	Peon/Chowkidar/Orderly and Waterman	188	65	253	-do-	-do-	-do-
10.	Lab Attendent	2	4	6	1. High School 2. Experience in laboratory work	-do-	-do-
11.	Sales Attendent/Attendent	-	11	11	1. High School 2. Experience in sales	-do-	-do-
12.	Production Attendent	1	-	1	5 <sup>th</sup> class & able to ply cycle	-do-	-do-
13.	Khalasi	-	2	2	-do-	-do-	-do-

## BLANKET SCHEME

1.	Finishing Misrty	8	2	10	1. High School 2. One years practical experience in finishing of blankets	Rs. 2750-70-3800-75-4400	By direct recruitment
2.	Spinning Supervisor/Spinning Organizer	61	4	65	1. High School 2. One years practical experience in Spinning weaving (wool/blankets)	-do-	By promotion from amongst substantively appointed Master Spinner/Spinning Instructors who have completed two years service as such on the first day of the year of recruitment.

1	2	3	4	5	6
3.	Boiler Man	7	7	1. Boiler's Certificate 2. Two years experience of work on machine Boiler	Rs. 2750-70-3800-75-4400 By direct recruitment
4.	Mechanic Fitter	4	4	1. High School 2. Fitter-cum-Electrician certificate from a recognized Institution	-do- By direct recruitment

## LEATHER SCHEME

1.	Mistry	1	1	1. Junior High School 2. Experience in Fitting and maintenance of Oil and Electric Engine accessories	Rs. 2750-70-3800-75-4400 By direct recruitment
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## AMBER SCHEME

1.	Senior Spinning Guide Master Weaver	12	12	1. High School 2. Trained in anber charkha spinning/weaving from Khadi and Village Industries Commission (or) KVIC recognized Institution (or) Khadi Board.	Rs. 2750-70-3800-75-4400 By promotion from amongst substantively appointed Spinning Guide/Yarn Purchaser, who have completed two years service as such on the first day of the year of recruitment.
2.	Carpenter	4	4	1. High School 2. Trained in Carpentry from Government (or) KVIC recognized Institution 3. Two years practical experience in carpentry work.	Rs. 2750-70-3800-75-4400 By promotion from amongst substantively appointed Spinning Guide/Junior Spinning Guide/Yarn Purchaser who have completed three years service as such on the first day or the year of recruitment.
3.	Spinning Guide/Junior Spinning Guide/Yarn Purchaser.	42	42	1. High School 2. Trained in Amber Charkha (New Model Charkha) and Weaving from Govt. (or) KVIC (or) Khadi Board recognized Institution.	Rs. 2610-60-3150-65-3540 By direct recruitment.



## GUR SCHEME/PALM GUR SCHEME

2	3	4	5	6
Gur Demonstration Palm Fibre Product Specialist Palm leaf Specialist	19	19	(a) For Gur Demonstrator- 1. High School 2. Trained in manufacturing Gur and Khandsari from recognized institution of KVIC. (b) For specialists- 1. High School. 2. Two years manufacturing experience of rope, ban and other products.	Rs. 2750-70-3800-75-4400 By direct recruitment.
Palm Product Demonstration	5	5	1. High School 2. Training in Palmgur manufacturing from Khadi and Village Industries Commission.	Rs. 2610-60-3150-65-3540 By promotion from amongst substantively appointed Palmgur Guides, who have completed three years service as such on the first day of the year of recruitment.
Master Taper	5	5	1. High School 2. Training in Tapping from Khadi and Village Industries Commission.	-do- By promotion from amongst substantively appointed Palmgur Guides, who have completed three years service as such on the first day of the year of recruitment.
Confectioner	1	1	1. High School 2. Experience of manufacturing of Tofy Sugar Candy Sweets and other such items of Palmgur and sugar.	-do- By direct recruitment.
Palm Gur Guide	20	20	1. High School 2. Experience in free Tapping from recognized Industries of KVIC (or) Khadi Board.	2550-55-2660-60-3200 By direct recruitment.

By order

**Ram Sajan,**  
Deputy Secretary

दिनांक 28-5-2005, भाग 1-क से प्रकाशित।

(प्रतिलिपि मंत्रालय प्रेषित।)

संख्या/दिनांक: 2 भाग 1-क से प्रकाशित-28-6-2005-75 प्रतिलिपि (100 रू० ५००)।