

राजस्थान चिकित्सा सेवा निगम, स्वास्थ्य भवन, सी-स्कीम, जयपुर

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क्रमांक : प.04( )/आरएमएससी/संस्थापन/2012/2436

दिनांक : 06-12-2012

### विज्ञप्ति

एक कम्पनी सचिव नियमित वेतन श्रृंखला रूपये 15600- 39100 (पीबी-3) ग्रेड पे 5400/- में आवश्यकता है। इच्छुक अभ्यार्थी दिनांक 10.01.2013 तक आरएमएससी मुख्यालय में आवेदन पत्र प्रस्तुत करें। पूर्व में जिन अभ्यार्थियों ने आवेदन पत्र प्रस्तुत कर दिया है उन्हें पुनः आवेदन करने की आवश्यकता नहीं है।

अधिक जानकारी के लिये आरएमएससी की वेबसाइट [www.rmisc.nic.in](http://www.rmisc.nic.in) का अवलोकन करें।

  
विशेषाधिकारी  
आर.एम.एस.सी.

### **Recruitment Rules for the post of Company Secretary**

1. These rules will be called Rajasthan Medical Services Corporation (Appointment of Company Secretary) Recruitment Rules – 2012
2. These rules will come into force with effect from 01.12.12
3. These rules will govern the appointment of Company Secretary in Rajasthan Medical Services Corporation.
4. There will be a selection committee of following which will complete the whole process of recruitment and will finally recommend the suitable candidate along with a reserve list of other suitable candidates in order of merit :
  - (i) Managing Director Chairman
  - (ii) ED(P) Member
  - (iii) ED (F) Member
  - (iv) OSD Member
5. The selection committee will recommend the name of suitable candidates based on the basic qualification, Additional qualification(s), experience & other relevant factors. The selection will be made through invitation of applications from the open market through advertisement in major news papers & weekly employment news paper, namely Rojgar Samachar.
6. Appointing authority of Company Secretary will be Chairman, RMSC.
7. Selected candidate will be on probation for two years.
8. Other terms & condition for appointment of Company Secretary will be as under :-
  - (i) **Pay Scale**

Pay scale will be 15600-39100 + GP 5400, broadly in accordance to Rajasthan civil services (Revised Pay) Rules 2008
  - (ii) **Qualification**

The candidate should essentially be an associate/fellow member of the Institute of Company Secretaries of India, preferably with degree in law and/ or additional qualification of CA/MBA.

**(iii) Experience**

The candidate should have at least one year experience post academic qualification in any public/private sector company. Exposure to commercial banking, HRD, Information Technology and Computer Application will be desirable.

**(iv) Age Limit**

As per norms of Govt. of Rajasthan, Rajasthan Services Rules (RSR)

**(v) Other terms and conditions**

Other service condition will be governed by RSR & other Govt. of Rajasthan applicable rules/direction unless they are modified/edited/framed separately by RMSC as applicable from time to time to RMSC employees.



## **Company Secretary Terms & Conditions**

### **Terms & Conditions:**

1. Initially, the candidate will be appointed as "Probationer Trainee " for a period of two (2) years and during period of probation trainee shall be paid fixed remuneration of Rs. 16800/- (Rupees Sixteen Thousand Eight Hundred Only) per month. After successful completion of probation-training period the incumbent will be fixed in the regular pay scale of Company Secretary in running Pay Band (PB-3) Rs. 15600-39100 and Grade Pay of Rs. 5400/- as prescribed in RCS revised Rules 2008. The period of probation-training shall not be counted for grant of annual grade increment(s).
2. During the period of probation training only fixed remuneration as above shall be entitled and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance. Conveyance Allowance or any other allowance(s) etc in whatever name.
3. Services of above Probationer Trainee can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof; except in case of misconduct of any description where service could be terminated as per relevant provisions, without giving any kind of notice and/or any kind of compensation.
4. At the time of joining duties the Probationer Trainee shall have to execute a Bond (Performa enclosed as Appendix-A) on Non judicial stamp paper worth Rs. 100/- issued in the name of candidate with the specific purpose of executing Bond in favour of RMSC for giving an undertaking for not leaving training/service or resign or take-up another employment during the period of "Probationer Training" as well as within one year after completion of Probation Training and also during any other training period as well after completion of such training within a minimum period of one year, if such training period is for a period exceeding 3 months but up to 6 months and within 2 years, if it exceeds 6 months; but in case incumbent violates these provisions he/she will refund to RMSC all emoluments paid to him/her including the expenses incurred by RMSC on such training(s) along with amount of remuneration/salary for notice period subject to maximum of Rs. 1,50,000/- (Rupee One Lac Fifty Thousand) only (excluding the amount paid to her, by way of Travelling and daily allowance under the relevant regulations) and any other amount that may be due to RMSC together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.

5. After completion of 3 years period the above candidate may resign from Corporation's services by giving three months notice in writing to the Competent Authority. However, in case of breach of this provision they shall be liable to pay the amount of salary for the notice period falling short of 3 months as compensation to the RMSC. In case of any default the amount may be deducted from any amount due.
6. The candidate will have to bring a surety of a gazetted officer of Central/State Government or RMSC. In this kind of surety it shall have to be mentioned that in case of leaving services of RMSC without making compliance of conditions as stipulated at para 4 above that gazetted officer of Central/ State Government or RMSC shall pay compensation as above to RMSC (Performa enclosed as Appendix-B) .
7. No Travelling Allowance shall be admissible for joining as probationer-trainee. In case of journey on duty, TA as on tour shall be allowed and in case of transfers only Mileage Allowance and incidental charges on the basis of fixed remuneration shall be admissible, unless the context otherwise provides, the travelling allowance rules of Govt. of Rajasthan will be applicable.
8. The probationer-Trainee shall be covered under the Employee Provident Fund Scheme of RMSC as and when implemented for the employees of RMSC, else the relevant applicable provision of Govt. of Rajasthan will be applicable.
9. The candidate shall be covered under the provisions of group MediClaim Insurance Policy till separate RMSC Rules are framed.
10. Probationer Trainees shall be eligible for Casual Leave of 15 days in a Calendar Year and for a period of less than a calendar year it shall be admissible in proportion of the basic of completed months. No PL/HPL shall be admissible to a Probationer Trainee during Probation Period.
11. No deputation allowance shall be admissible to a Probationer Trainee if deputed to "Foreign Service" for training etc.
12. At the time of reporting for joining duty he/she will have to produce a Medical Certificate of Fitness from a doctor authorised by the State Government (not below the rank of District Medical Officer) failing which he/she will not be allowed to join. The fee paid for medical examination will be reimbursed by the Corporation if found medically fit and join duty.
13. The candidate will have to submit the following certificates/ documents in original for verification along with Photostat copies duly attested thereof for office record at the time of joining duty :



- (i) High School/Hr. Secondary Certificate which indicates the date of birth.
  - (ii) Member of the Institute of Company Secretary of India.
  - (iii) SC/ST/OBC/SBC certificate if belongs to these categories.
  - (iv) If married then "Marriage Certificate" issued by the concerned Competent Authority (Marriage Registration officer).
  - (v) In case of married, an affidavit of non-judicial stamp paper worth Rs. 10/- duly attested by notary public clearly indication Name & Date of Birth of all children including adopted and step children.
  - (vi) Bona fide Residence Certificate.
  - (vii) A Bond (Performa of the Bond enclosed as Appendix-A) on Non-Judicial stamp of Rs. 100/- issued in the name of candidate.
  - (viii) A Surety by a Gazetted Officer of Central/State Government/RMSC on Non-judicial stamp of Rs. 100/- (Performa of the Surety enclosed as Appendix-B). (The Non-judicial stamp is to be purchased in the name of the officer who is signing the Surety.)
14. The appointment will stand automatically cancelled without any notice/information if any time it is found that Company Secretary (Probationer Trainee) have more than two children on or after 01.06.2002 as no candidate shall be eligible for appointment who has more than two children on or after 01.06.2002 provided that the candidate having more than two children will not be disqualified so long as the number of children he/ she has on 01.06.2002 does not increase.
15. The antecedents of the candidate will also be got verified from the Police. In case of doubtful or unsatisfactory character his/her services will be terminated without giving notice and you will not be entitled to any compensation.
16. Other terms & conditions of service will be the same as are applicable from time to time to the employees of RMSC.

If the above terms & conditions of appointment are acceptable, then only incumbent/candidate may report to the Chairman/Managing Director, RMSC for joining services in RMSC and at the time of joining, candidate will have to submit acceptance under own handwriting and signature, on a Photostat copy of this appointment order clearly stating that "I have gone through the Terms & Conditions of my appointment as "Probationer Trainee" on the post of Company Secretary. I have understood all of them and I accept all these Terms & Conditions."

**BOND FOR THE COMPANY SECRETARY TO BE EXECUTED BEFORE JOINING IN  
RAJASTHAN MEDICAL SERVICES CORPORATION JAIPUR.**

KNOW ALL MEN that I,.....S/D/W of Shri .....  
Age ..... Resident of ..... hereby agree to execute this Bond  
in full sense, and knowledge as follows :

1. I, ..... been selected as Probationer Trainee on the post of COMPANY SECRETARY under the order No..... dated ..... of Rajasthan Medical Services Corporation Jaipur. (in short RMSC), bind myself that I will diligently, faithfully and to the best of my ability undergo the training as Probationer Trainee as well as all other trainings, arranged by RMSC, and conduct and behave honestly, orderly and obediently towards my superiors and management of RMSC and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/service or resign and will not engage directly or indirectly in any/trade/business/occupation till the end of the period of 'probation-Training' and within one year after completion of Probation-Training.\*
3. In consideration of being sent on any other training (other than Probation Training), I bind myself to serve RMSC during as well as after completion of training (s) for a minimum period of one year if the training is for a period exceeding three months but upto six months, and for two years if it exceeds six months.
4. In case, of my act contrary to or default of any provision stipulated at para 1, 2 & 3 above, I bind myself and my heirs, executors and administrators to pay to RMSC, on demand, all emoluments/pay & DA, including expenses incurred on me during my training periods (excluding travelling & daily allowance), subject to maximum of Rs. 1,50,000/- (Rupee One Lac Fifty Thousand) only and any other amount that may be due to RMSC together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case, I fail to take due interest in the Probation Training or any other training arranged by RMSC
  - b) In case, my attendance during the training period, at the place where my name has been nominated/sponsored, falls below 80% of the total training days.
  - c) In case of serious misconduct on my part during the raining period.
  - d) In case, I leave the Probationer Training of any other training arranged by RMSC at the time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above..



5. In case, after completion of 3 year's period and also during any period otherwise not covered by para 1, 2 & 3 above, I resign or leave service of RMSC without giving three month's notice in writing to the Chairman or Managing Director, I bind myself to pay the amount of salary for the notice period falling short of 3 month's as compensation to the RMSC and in case of any default, the amount may be deducted from any money due to me.
6. I further bind myself that the decision of Chairman or Managing Director, RMSC or any office nominated by him as to the correct interpretation of the Bond, rules & regulations, etc. and as to whether I have or have not observed and complied with the obligations herein recited, shall be final and binding upon me.

In case, I ..... leave the services of RMSC, before expiry of the minimum period of Probation training or any other training or any other training or service , as prescribed in this bond, I will be under the obligation to refund the entire amount of expenses incurred on me (excluding travelling & daily allowance) subject to maximum of Rs. 1,50,000/- (Rs. One Lac Fifty Thousand) only and any other amount that may be due to RMSC, as per the undertaking given by me herein above, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Account Officer/Sr. AO/Accounts Officer.

Singed & delivered by the  
above bonded person

Witness : 1. Signature .....  
Name .....  
Occupation .....  
Address .....  
2. Signature .....  
Name .....  
Occupation .....  
Address .....

**Accepted** : For and on behalf of the Rajasthan Medical Services Corporation  
Jaipur.

Place .....

Date .....



**SURETY OF BE GIVEN BY A PERMANENT EMPLOYEE OF  
RMSC/GOVT. OF INDIA/STATE GOVERNMENT ON NON-JUDICIAL STAMP OF RS.  
100/-**

I,..... S/D/W of sh. ....Age  
..... Resident of ..... working as (Designation)  
..... Deptt. .... do hereby sand this surety in  
respect of Sh./Ms. .... S/D/W of Sh. .... appointed as  
Probationer Trainee on the post of COMPANY SECRETARY, vide order No.  
..... Dt. .... of Rajasthan Medical Service Corporation  
Jaipur. (in short RMSC), and posted in the office of the ..... ,  
and agree to execute this bond in full sense and knowledge as follows :-

1. The Sh./ Smt. .... will diligently, faithfully and do the best  
of his/her ability undergo the training as probationer Trainee as well as all  
other trainings arranged by RMSC, and conduct and behave herself honestly,  
orderly and obediently towards his/her superiors and management of RMSC  
and will not leave raining at any time before completion therefore and will  
commit any act of misconduct during the training period.

2. That Sh./Smt. .... will not leave training/service resign  
and will not engaged directly or indirectly in any trade/business/occupation  
till the end the period of 'Probation-Training' and within one year after  
completion of Probation-Training.

In consideration that Sh./Smt. .... being sent on training I  
undertake that Sh./Smt. .... will serve the RMSC after period  
exceeding three months but up to six months and for two years if it exceeds  
six months.

3. I further bind myself that the decision of the Chairman or Managing Director,  
RMSC or any officers nominated by him as to the correct interpretation of  
the Surety Bond, rules & regulations etc. and as to whether Sh./Smt.  
..... has or has not observed and complied with the  
obligation herein recited, shall be final and binding upon me.

In case, Sh./Smt. .... leave the services of the RMSC  
before expiry of the minimum in this bond period of Probation training or  
any other training or service prescribed in this bond, I will be under  
obligation to refund the entire amount of expenses incurred on him/her  
(excluding travelling & daily allowance) subject to maximum Rs. 1,50,000/-  
(Rupees One Lac Fifty Thousand) only and any other amount that may be  
due to RMSC, as per the surety given by me herein above, together with  
interest @ 12% per annum from the date of demand to the date of payment  
in lump-sum as certified by the concerned Chairman or Managing Director,  
RMSC.

**Signature of Surety with rubber  
stamp of Designation & Office**