



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ವಿಶೇಷ ಪತ್ರಿಕೆ

ಭಾಗ - IV-A

ಬೆಂಗಳೂರು, ಮಂಗಳವಾರ, ಜನವರಿ ೧೧, ೨೦೧೧ (ಪುಷ್ಯ ೨೧, ಶಕ ವರ್ಷ ೧೯೩೨)

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HOUSING SECRETARIAT

NOTIFICATION

No. DOH 213 HAS 2010, Bangalore, Dated: 10th January, 2011

Whereas the draft of the Rajiv Gandhi Rural Housing Corporation Limited Services (Cadre and Recruitment) Regulations is prepared and approved by Government, hereby makes the following regulations, namely:

Regulations

1. Title and Commencement :

- (a) These Regulations may be called the "Rajiv Gandhi Rural Housing Corporation Limited Services (Cadre and Recruitment) Regulations 2010.
- (b) They shall come into force from the date of their publication in the official Gazette.

2. Application :

- (a) These regulations shall apply to, -
 - (i) the holders of all the posts in the Corporation whether temporary or permanent; and
 - (ii) persons whose services are permanently transferred to or absorbed in the services of the Corporation from various Government and Public Sector Undertakings.
- (b) These regulations shall not apply to:-
 - (iii) Persons deputed to the Corporation by the Central or State Government or other Statutory organizations or Local Bodies
 - (iv) Persons employed casually or on daily wages those subject to discharge without notice.
- (c) The Corporation shall be the authority competent to interpret these regulations and the decision of the Corporation shall be final.
- (d) The Corporation by notification (with the prior approval of the State Government) exempt wholly or in part, from the operation of these regulations, the holders of any post or the holder of any class or category or posts in the Corporation.

3. Definitions :

(a) In these regulations, unless the context otherwise requires:

- (i). "Corporation" means the Rajiv Gandhi Rural Housing Corporation Ltd. constituted under Companies Act 1956;
- (ii). "Government" means the Government of Karnataka;
- (iii). "Committee" means the committee constituted by the Board of Directors of the Corporation to make selection of candidates for recruitment to any cadre or post;
- (iv). "Appointing Authority" means the authority specified in the Schedule to be competent to make appointments to post / posts in the cadres and categories in the schedule
- (v). "Corporation Servant" means an officer or official of the Corporation who holds a permanent post in connection with the affairs of the Corporation;
- (vi). "Cadre and Category" means the cadre and category of posts specified in the Schedule;
- (vii). "Competent authority" means the authority as specified to be competent to make employment/ promotion to different categories of posts as stipulated;
- (viii). "Direct Recruitment" in relation to any service or post means appointment otherwise than promotion or transfer from Corporation service;
- (ix). "Approved Candidate" means a candidate whose name appears in an authoritative list of candidates approved by the committee, if any, appointed for the purpose under direction of the Corporation for appointment to any class or category of the Corporation service;
- (x). "Employee" means any person who is appointed to any service or post in connection with the affairs of the Corporation and whose name is included in the Corporation Salary Register;
- (xi). "Appointed on probation" or "appointed on officiating basis" means appointed on trial;
- (xii). "Promotion" means appointment of an employee from a post or a grade of service or class of service to a higher post or higher grade of service or higher class of service;
- (xiii). "Qualifying examination" means the examination or examinations specified in the Schedule as the minimum qualification;
- (xiv). "Qualifying service for promotion" means the number of years of service an employee has to put in the immediate lower cadre from which he is considered for promotion to a higher post;
- (xv). "Period under review" is the minimum period of service an employee has to put in that makes him eligible for promotion as indicated in the Schedule;
- (xvi). "Selection" means selection of any person for appointment or promotion to any post in the service of the Corporation in accordance with the provisions of these rules -
 - (a) by the selection Committee or the DPC if any, constituted for the purpose by the Corporation;
 - (b) by the Appointing Authority where no such Selection Committee has been so constituted.
- (xvii). "Seniority" means the length of service in a cadre and according to the inter se ranking assigned to an employee in the post in which he is employed for the present;
- (xviii). "Bachelor's Degree", "Master's Degree", "Degree" or "Doctorate" means such degree or doctorate granted by a University established by Law in India;

- (xix). "Diploma" or "Certificate" means a Diploma Certificate granted by an Institution established by Law in India or by an authority authorized by the Government to grant such Diploma certificate;
 - (xx). "Equivalent Qualification" means a qualification notified by the Government or the Corporation to be equivalent to qualification prescribed in respect of any post in the rules regulating recruitment to such service in the Corporation;
 - (xxi). "Other Backward classes" means communities mentioned as such in Appendix 1 to the Government order NO. SWD 225 BCA 2000 Dated 30.03.2002 and GO No DPAR/8 SBC 95 dt. 20.06.1995 and as may be amended from time to time by Government of Karnataka;
 - (xxii). "Pay" means the pay in the stage in the scale of pay assigned to any post or cadre.
 - (xxiii). "Schedule" means Schedule appended to these regulations.
- (b) Words and expressions used in these regulations but not defined shall have the same meaning assigned to them in the respective laws.

4. Classification of Posts :

- (1) The posts for appointment in the Corporation shall be classified as Group-A; Group-B; Group-C and Group-D.
 - (a) Group-A posts shall be the Posts carrying pay scales of Rs.20025 – 28275 or above.
 - (b) Group-B posts shall be the Posts carrying pay scales of Rs. 10000-18150 or above but below Rs. 20025-28275.
 - (c) Group-C posts shall be the Posts carrying pay scales of Rs. 5800-10500 or above but below Rs. Rs. 10000-18150
 - (d) Group-D posts shall be the Posts carrying pay scales of Rs. 4800-7275 or above but below Rs. 5800-10500
- (2)
 - (i). The posts may be divided into grades as may be decided upon by the Corporation in accordance with the scales of pay.
 - (ii). The nomenclature of the various posts in these four classes of appointments shall be as shown in **Schedule** to these regulations.
 - (iii). The Corporation reserves the right to add, modify or change any of these nomenclatures as it deems fit from time to time.
 - (iv). Service of more than one grade of different grades may be included in different classes.

5. Cadre Strength :

The permanent cadre strength of each class, category and grade of the Corporation Service shall be as specified in the Schedule. The necessity or otherwise for making permanent retention of the temporary posts will as a rule, be examined by the Corporation after a period of five years from the date of creation of post concerned, if found necessary.

6. Method of Recruitment :

- (1) Appointments to posts in the Corporation shall be made by any of the following methods, namely:-
 - (a) By direct recruitment
 - (b) By promotion;

- (c) By transfer of a person already in the service of the Corporation from one post to another equivalent post with the willingness of the concerned official.
- (d) By borrowing the service of a person from the Government or other organization on deputation, if eligible candidates are not available in the Corporation, the period of such deputation shall not exceed five years except under special orders of the government.
- (e) By appointment on contract basis.

(2) The method of recruitment to each category of post, the age limit, educational qualifications and experience, etc., are as prescribed for various posts shall be as shown in the Schedule to these regulations.

(3) Where suitable candidates are not available for appointment to any post to be filled either by direct recruitment or by promotion, they may be filled by borrowing the service from Government or other Corporations for a period not exceeding two years at a time and the maximum period of such deputation being 5 years.

7. Procedure of Appointments : Appointments to any service or post shall be made as follows:

(i) Direct Recruitment:-

- (a) **Clearance for Recruitment:-** Recruitment process shall be commenced by the competent authority or appointing authority as the case may be only after the written approval of the Corporation to fill up any vacancy.
- (b) **Determination of Reservations:-** The recruitment of the posts in the Corporation service shall be made only by following the reservation orders issued by the Government under Article 16(4) and Article 16(4A) of the Constitution from time to time.
- (c) **Notification of Vacancies:-** The vacancies shall be notified in the notification inviting applications from eligible candidates. It shall also be published in the local Kannada and English leading newspapers. The papers in which the notification should be published shall be decided by the Corporation.
- (d) The notification issued for making recruitment to any post in the Corporation shall indicate the (a) total number of vacancies to be filled, (b) the number of posts reserved for SC, ST and OBC etc. separately, (c) pay scale of the post, (d) qualifications, experience and age, probation period, etc. prescribed, (e) agreement to serve the Corporation, if selected, (f) extent to which relaxations are permitted in case of SC, ST and other Backward Class candidates and (g) the last date within which the filled in applications should reach the Corporation.
- (e) The selection of the candidates shall be made purely on the basis of the marks secured by them in the competitive examinations or qualifying examinations, as the case may be. If the candidates secure equal percentage of marks, then the seniority in age may be considered for selection.
- (f) The minimum requirements in respect of qualifications, age, experience, etc., for each post shall be as shown in the Schedule.
- (g) An employee of the Corporation holding a post lower than the post notified / advertised may be given preference over an external candidate, provided other things are equal.
- (ii) Recruitment by Promotion:** Promotion in the Corporation may be effected in the normal course by the competent authority subject to the availability of vacancy / post.

If it is to a post to be filled up by promotion, it is on the basis of seniority-cum-merit of the person to be promoted i.e., seniority subject to fitness of the candidates to discharge the duties of the post from among the persons eligible for promotion. The criteria, extent and scope of promotion are as indicated in the Schedule.

8. The Appointing Authority :

The Board of the Directors shall be the appointing authority for Group A and Group B posts and the Managing Director shall be the appointing authority for the other remaining posts.

9. Appointment by Deputation :

- (a) The Corporation may borrow the service of an employee of the Central or State Government or other statutory organizations or local bodies on deputation for the appointment in the Corporation and the terms of deputation of such person or persons will be as may be agreed upon by the Corporation in each case and except in so far as they are not regulated by the terms of deputation, they will be governed by the provisions of the regulations.
- (b) Officials of the State Government or Central Government or other statutory organizations or local bodies, on deputation to the Corporation shall be liable to be repatriated to their parent department. The parent department may recall such of their officials whom the Corporation desires to repatriate provided that reasonable notice in each case of recall or repatriation is given by the Parent Department or the Corporation, as the case may be to the other.
- (c) Notwithstanding anything contained in the Schedule, any post in the Corporation can be filled by borrowing the services of a person from Government or other organizations owned by the Government by way of deputation as deemed necessary by the Appointing Authority subject to the condition that such person fulfills the eligibility criteria prescribed for the post specified under direct recruitment method.
- (d) Notwithstanding anything contained in these regulations, an employee of the Corporation can go on deputation to other boards and corporations constituted by the Government. The maximum period of such deputation shall not exceed 5 years.

10. Appointment by promotion or by direct employment in certain cases :

Notwithstanding anything contained in these regulations the Appointing Authority may:

- (a) Fill by direct employment, a vacancy required to be filled by promotion, if it is satisfied that the persons eligible to be considered for promotion are not suitable to be so promoted; or
- (b) Fill by promotion a vacancy required to be filled by a direct employment; or
- (c) Fill by making in-charge/independent charge arrangements temporarily on the basis of seniority cum merit, a vacancy required to be filled by direct employment where selection to the post has not been finally made and there is likelihood of delay in making recruitment. No such arrangement shall be made unless a requisition has been sent to the appropriate Appointing Authority for selection of a suitable candidate. A candidate so placed in in-charge / independent charge of higher post shall not have any preferential claim for regular promotion and also shall not count the period of service so put in in-charge/independent charge and also shall not count the period of service in the promoted post for seniority and he shall revert to his original post on the expiry of such temporary period or on the appointment of a regular candidate, whichever event happens earlier.

11. Appointment by Contract :

Notwithstanding anything contained in these regulations, the Corporation may if it considers necessary and expedient for reasons to be recorded in writing that it is in the interest of Corporation to do so, make appointment to a post on contract basis any person who satisfies the conditions relating to education qualifications, experience as prescribed for various posts in the schedule to these regulations, on such terms and conditions and for such period as may be necessary, but not exceeding 3 years at a time, and depending on the necessity, such appointments may be continued as per actual requirement.

12. Proportion in order of filling up of vacancies :

Where the normal method of recruitment to any class of service or category or grade is both by Direct recruitment and by Promotion:-

- (a) The quota or the order in which the vacancies may be filled by direct recruitment and promotion shall be as prescribed in the Schedule.
- (b) Nothing in these regulations shall adversely affect any person who on the date of issue of these regulations was a probationer in such class of service, category or grade, as the case may be.

13. Absorption of deputed officers and officials by option :

Notwithstanding anything contained in these regulations, the persons, who on the date of commencement of these regulations, are on deputation to the Corporation and have put in service of not less than five years in the Corporation, may be absorbed in the equivalent category of posts in the Corporation.

Provided that no such person shall be absorbed unless he possesses the qualification prescribed for the posts to which he is absorbed and he exercises his option for such absorption, in writing, within a period of one month from the date of issue of these regulations. Provided further that the previous service in the Corporation of the person absorbed, shall count for the purpose of leave, pay and pension and seniority.

14. Absorption :

- (a) The Managing Director shall be the authority for considering absorption of the services of the employees of the State Government or any Public Sector of the State or Central Government either working on deputation or otherwise in the interest of the services of the Corporation, provided the concerned employee gives a written option for absorption.
- (b) All the staff who are working on contract basis in the corporation and who have put in at least 2 year of service shall be considered for absorption.
- (c) Such absorption shall be effective from the date indicated in the order of absorption.
- (d) In case of deputationists being absorbed, the terminal benefits till the date of absorption shall be regulated as per the relevant rules of the respective organizations and the terms and conditions of deputation as agreed to by the Corporation. The terminal benefits from the date of absorption till retirement shall be regulated as per the relevant rules of the Corporation subject to any amendments from time to time. In respect of contract employees on one time absorption, the terminal benefits shall be considered from the date of their initial contract date. Generally the terminal benefits would be Gratuity as per the provisions of payment of Gratuity Act 1972 (ii) encashment of earned leave as per KCSR.

15. Disqualification for appointment :

- (a) No person shall be eligible for appointment to the services of the Corporation, unless he is a citizen of India, provided that the Corporation may in special cases for reasons to be recorded in writing, authorize, subject to such conditions as it may impose the employment of a person who is not a citizen of India;
- (b) No persons who has more than one wife living and no women who has married a person already having another wife, shall be eligible for appointment to the Corporation services. Provided that the Corporation may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-clause.
- (c) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials should be eligible for appointment to the Corporation Service.

- (d) No applicant for appointment to a post in the Corporation shall be eligible if he/she is at the time of his/her application, in permanent or temporary employment in Central or State Government or under any other authorities specified by the Corporation in this behalf and has made the application without the consent of the head of the Department or of Government or of the authority as the case may be under whom he is employed. Provided that this sub-clause shall not be applicable to a person employed in the Corporation as a local candidate as long as he is treated as such.
- (e) No person who is an adjudged insolvent by any competent court of law, any person of insane habits or a lunatic shall be eligible for any appointments in the Corporation.
- (f) No person shall be eligible for the appointment to the Corporation, if he or she
 - (i). is or has been a member of or has associated himself/herself with any body or association, after such body or association is declared as an unlawful body or association; or
 - (ii). has participated in or is associated with any activities or programme:
 - (1). aimed at subversion of the Constitution of India;
 - (2). aimed at organized breach of defence of law involving violence;
 - (3). which is prejudicial to the interest of the Sovereignty and Integrity of India or the Security of the State; or
 - (4). which promotes, on grounds of religion, race, language, caste or community, feeling of enmity or hatred between different sections of people; or
 - (5). is dismissed from service under the Government of India or any State Government; or
 - (6). is or has been permanently debarred or disqualified by the Union or any State Public Service Commission from appearing for any examination or selections conducted by it.
- (g) No person is or has been convicted of an offence involving moral turpitude or who is or has been temporarily debarred or disqualified by the Corporation from appearing for examination or selections conducted by it, shall ordinarily be appointed to the services, unless the Corporation after a review of all circumstances consider him suitable for such appointment.

16. Age limit for appointment :

- (a) Save as otherwise provided in these regulations, every candidate for appointment by Direct Recruitment for non-technical Group C and D posts must have attained the age of 18 years and not attained the age of 38 years in respect of other backward classes and 40 years in respect of scheduled castes and scheduled tribes and Category-1; 35 years in respect of others,
- (b) Save as otherwise provided in these regulations every candidate for appointment by Direct Recruitment for Group B posts like AGMs, Managers, must have attained the age of 21 years and not attained the age of 43 years in respect of other backward classes and 45 years in respect of scheduled castes and scheduled tribes and category-1; 40 years in respect of others.

as on the last day fixed for the receipt of applications or such other date as may be specified by the appointing authority.

- (c) Notwithstanding anything contained in Sub Clause (1), the maximum age limit for appointment shall be deemed to be enhanced in the following cases to the extent, mentioned, namely:-
- (i). In the case of a candidate who is or was holding a post under the Corporation or Government or a local authority or a Corporation owned or controlled by Government, by the number of years during which he is or was holding such post or five years whichever is less;
 - (ii). In case of a candidate who is an ex-servicemen, by the number of years of serviced rendered by him in the Armed Forces of the Union;
 - (iii). In the case of a candidate who is physically challenged by ten years.
 - (iv). In the case of a candidate who is widow, by ten years;

Explanation: For the purpose of sub clause (iii) a physically challenged candidate is one:-

- Who suffers from:- (a) total absence of sight or (b) visual acuity not exceeding 3/60 or 10/200 (snellon) in better eye with correcting lenses; or
 - In whom the sense of hearing is fully non-functional for the ordinary purpose of life; or
 - Who has physical defect or deformity which causes adequate interference to significantly impede normal functioning of bones, muscles and joints.
- (d) Where the Corporation is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, relax, any of the provision of sub clause 1 to 4 with respect to any appointment to any service or post in the Corporation.

17. Provisions for reservation of appointments or posts :

All Acts, Rules and Executive orders in relation to reservation made, under Article 16(4) and Article 16(4A) of the Constitution, by the State Government for making direct recruitment/promotions to the post in the civil services are 'Mutatis Mutandis' applicable for making appointments to the posts in the corporation.

Provided that the above clause is not applicable in respect of appointments already made on contract basis and posts filled by obtaining services on deputation or transfer and it is also not applicable in respect of appointments made on temporary or casual basis.

18. Joining time for appointment :

- (a) A candidate appointed by Direct Recruitment shall assume charge of the post specified by the appointing authority as soon as possible after the date of the order of appointment, but not later than 30 days from this date.

Explanation:- For the purpose of this sub-clause, the date of order of appointment means the date of dispatch of the order or appointment by post to the address given by the candidate.

- (b) Notwithstanding anything contained in sub clause (1) the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time as it may deem necessary.
- (c) The name of the candidate who fails to assume charge of the post within the time specified in sub clause (1) or within the further time granted under sub clause (2) shall stand deleted from the list of selected candidates and the candidates concerned shall cease to be eligible for appointment.

19. Conditions relating to suitability and certification of character :

No person shall be appointed to any service or post unless the appointing authority is satisfied that he is of good character and is in all respect suitable for appointment to Corporation service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates, given not more than six months prior to the date of his/her selection by two respectable persons unconnected with his college or University and not related to him certifying his/her character in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt is raised regarding the suitability of a candidate for appointment to Corporation service, decision of the Corporation shall be final.

20. Service agreement :

An Agreement binding the selected candidate, who has been selected by direct recruitment for appointment for any post, to remain in employment of the Corporation for a stipulated period wherever deemed necessary by the appointing authority shall be got executed immediately after appointment in the form prescribed by the Corporation from time to time.

21. Misconduct :

A Candidate found guilty of impersonation or of submitting fabricated documents, documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or of using or attempting to use unfair means in an examination conducted for purposes of recruitment otherwise resorting to any other irregular or improper means in connection with the recruitment may, in addition to rendering himself/herself liable to a criminal prosecution and to disciplinary action, be debarred either permanently or for a specified period by the appointing authority.

22. Period of probation :

- (a) (i) all appointments by direct recruitment shall be on probation for a period as are prescribed against the posts in the Schedule to these regulations.
- (ii) all appointments by promotion shall be on officiating basis for a period of one year as per regulation 27.

NOTE: For the purpose of these regulations, (i) appointed on probation means appointed on trial and (ii) probationer, means a Corporation employee on probation.

- (b) the period of probation may, for reasons to be recorded in writing be extended:
 - (i) by the Corporation by such period as it deems fit,
 - (ii) by any other appointing authority, by such period not exceeding prescribed initial period of probation.

Provided, that if within the prescribed or extended period of probation, a probationer has appeared for any Departmental Examination or tests required to be passed during the period of probation and the results thereof are not known before the expiry of such period; then the period of probation shall be deemed to have been extended until the publication of the results of such examinations or test or of the first of them in which he/she fails to pass.

23. Declaration of satisfactory completion of probation etc., :

- (a) At the end of the prescribed or as the case may be, the reduced or extended period of probation, the appointing authority shall consider the suitability of probationer to hold the post to which he was appointed and
- (b) If it decides that the probationer is suitable to hold the post to which he/she is appointed and has passed the special examinations or tests, if any required to be passed during the period of probation, it shall as soon as possible, issue an order declaring the probationer to have

satisfactorily completed his/her period of probation and such an order shall have effect from the date of expiry of the prescribed reduced or extended period of probation;

- (c) If appointing authority decides that the probationer is not suitable to hold the post to which he/she was appointed or has not passed the special test if any, required to be passed during, the period of probation, if to be passed during the period of probation, it shall unless the period of probation is extended under clause – 7 by order, discharge him/her from service.
- (d) A probationer shall not be considered to have satisfactorily completed the probation unless a specific order to the effect is passed, any delay in the issue of an order under sub clause (1) shall not entitle the probationer to be deemed to have satisfactorily completed his/her probation.

24. Discharge of a probation during the period of probation :

- (a) Notwithstanding anything contained in clause – 17, the appointing authority may, at any time during the period of probation, discharge from service a probationer on grounds arising out of the conditions if any imposed by the rules or in the order of appointment or on account of his/her unsuitability for the service or post; but the order of discharge except when passed by the Corporation, shall not be given effect to till it has been submitted to and confirmed by the next higher authority.
- (b) An order discharging a probationer under this clause shall indicate the grounds for the discharge but no formal proceedings under the KCSR shall be necessary.

25. Pay and allowances :

(1) Pay :

'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he/she is entitled by reason of his/her position in a cadre and shall also include:

- (i). stagnation increment, if any granted to him/her above the maximum of the scale of pay;
- (ii). additional increment, if any, granted to him/her above the maximum of the scale of pay
- (iii). personal pay, if any granted to him/her
- (iv). any other emoluments specifically classed as pay by the Government.

(2) Traveling Allowance :

- a. Traveling allowance means an allowance granted to the employee of the Corporation to cover the expenses which he/she incurs in traveling in the interest of the Corporation.
- b. For the purpose of Traveling Allowance, employees of the Corporation shall be classified into following categories:

Category	Pay range
I (GMs)	Rs. 20,025 and above
II (AGMs & SA)	Rs. 12,000 and above but below Rs. 20,025
III (Managers & EAs)	Rs. 7,275 and above but below Rs. 12,000
IV (Driver & Attender)	Rs. 4,800 and above but below Rs. 7,275

- c. They shall be entitled to daily allowance for halts within the State and halts outside the State admissible for the category to which they belong.

26. Leave :

- 'Leave' includes Earned Leave, Half Pay Leave, Casual Leave, and Extraordinary Leave.
- (b) 'Earned Leave' means leave earned in respect of periods spent on duty;
 - (c) 'Half Pay Leave' means leave earned in respect of completed years of service;
 - (d) Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies.
 - (e) An officer who remains absent from duty without leave for a period of four months or more may be liable to be dismissed or removed from service.
 - (f) **Earned leave** shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service in the half of the calendar year in which he/she is appointed.
 - (g) While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.
 - (h) The maximum Earned Leave that may be granted at a time is 240 days preparatory to retirement.
 - (i) The credit of earned leave afforded shall be 30 days and 31 days in alternate calendar years. This shall be done in two installments of 15 days on the 1st January and 1st July of every year except that on 1st July of every year the credit shall be 16 days.
 - (j) The Earned Leave at the credit of an employee at the close of the previous half year, shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the maximum limit of 240 days.
 - (k) **Half pay leave** of every employee shall be credited with half pay leave in advance in two installments of ten days each on the 1st day of January and 1st July of every calendar year. This leave may be granted on medical certificate.
 - (l) Extra-ordinary leave may be granted to any employee in special circumstances:
 - (I). When no other leave is by rule admissible or
 - (II). When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.
 - (III). No employee who is not in permanent employment shall be granted extra-ordinary leave on any one occasion in excess of the following limits:
 - (i). Three months without medical certificate;
 - (ii). Six months against the request of employee supported by a medical certificate.
 - (m) **Maternity leave:** A female employee may be granted maternity leave by a competent authority for a period of 135 days from the date of its commencement. During such period, she shall be paid salary equal to the pay drawn immediately before proceeding on leave.
 - (n) Maternity leave may also be granted in case of miscarriage or abortion not exceeding 6 weeks and application is supported by a medical certificate.
 - (o) Maternity leave as above shall not be admissible to a female employee who has two or more living children.
 - (p) Maternity leave may be combined with any other kind of leave. Such leave not exceeding 60 days may be granted without production of medical certificate.
 - (q) Maternity leave shall not be debited against the leave account.

(r) **Paternity Leave:** A male employee may be granted paternity leave during the confinement of his wife for a period of 15 days from the date of commencement.

- During such leave, he shall be paid salary equal to the pay drawn immediately before proceeding on leave.
- It shall not be admissible to a male employee who has two or more living children.
- It shall not be debited against the leave account.
- It cannot be encashed or merged with earned leave.

(s) **Casual Leave:** Casual leave of 15 days shall be credited in advance to the employee's account on every 1st of January;

Provided that a new entrant shall be entitled to a credit of 1 day casual leave at the completion of each calendar month's service, till the end of the calendar year in which he/she reports for duty

provided further that 'Casual leave-not-due' may be sanctioned in case of a new entrant who is not entitled to advance credit of Casual leave and the same may be set off against the casual leave he/she earns later during that calendar year. Such 'Casual Leave-not-due' shall be limited to the maximum Casual leave that the employee may earn during the calendar year.

(i) Casual leave shall not be granted in continuation of other leave, but it may be combined with Sundays and other authorized holidays. Not more than 5 days Casual Leave, excluding such Sundays and holidays, shall be granted at a time and the combined absence at a time, on account of such leave, shall not exceed 8 days.

(ii) Casual Leave at credit if any, shall lapse at the end of the respective calendar year

(t) Temporary, Apprentice, Part-time employees are not entitled to any other kind of leave except Casual Leave not exceeding 12 days per year.

(u) The Corporation may adopt the provisions contained in the Karnataka Civil Services Rules 'Mutatis Mutandis' wherever necessary.

27. Appointments by promotion :

(a) Save as otherwise provided in these regulations, all appointments by promotion shall be on an officiating basis. The period of one officiation shall be one year which may, for reasons to be recorded in writing, be extended by the appointing authority by a period not exceeding one year;

Provided that the Corporation may, by order

(i) waive the period of officiation of a person if he has already discharged for a period of one year the duties of the post which he/she is promoted or;

(ii) reduce the period of officiation of a person by such period not exceeding the period during which he/she has discharged the duties of such post.

(b) At the end of the period of officiation or the reduced or extended period of officiation, as the case may be, the appointing authority shall consider the suitability of the person so promoted to hold the post of which he was promoted.

(c) If the appointing authority considers that the work of the person so promoted during the period of officiation or the reduced or extended period of officiation is satisfactory, it shall as soon as possible, issue an order declaring, the person to have satisfactorily completed the period of officiation or from the reduced or extended period of officiation as the case may be.

- (d) If at the end of the period of affrication or the extended period of officiation under sub clause - 2 as the case may be, the appointing authority considers that the person is not suitable for the post to which he/she is promoted, it shall, by order, revert the person to the post which he/she held prior to his promotion.
- (e) A person shall not be considered to have satisfactorily completed the period of officiation, unless a specific order to that effect is passed.
- (f) A person who has been declared to have satisfactorily completed his/her officiation under sub clause (3) shall be confirmed as a full member of the service in the class or category for which he/she was promoted at the earliest opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category.

Provided that where the appointment is made by promotion to a temporary post in any service, the person concerned shall be continued on an officiation basis in the temporary post.

28. Seniority :

Subject to the provisions hereinafter contained the seniority of person in a particular cadre or service shall be determined as detailed here under:

Nothing in these regulations shall be applicable to any person appointed as local candidate so long as he/she is treated as such.

Provided that where his/her appointment is treated as regularized from any date, his/her seniority in the service shall be determined in accordance with these regulations as if he/she had been appointed regularly as per the rules of recruitment to the post held by him/her on that day.

- (a) The seniority of persons appointed by direct recruitment shall be in the order of merit in which the candidates are arranged in the approved list of candidates at the time of their first appointment.
- (b) The employees appointed substantively in clear vacancies shall be senior to all persons appointed on officiating basis or other basis in alike cadre of service or class of post.
- (c) The seniority inter se of the employees who are confirmed shall be determined according to date of confirmation, but where the date of confirmation of any two employees is the same, their relative seniority will be determined by their seniority inter se while officiating in the same post and, if not, by their seniority inter se in the lower cadre.
- (d) Notwithstanding anything in clauses (a) and (b) above, the seniority of a candidate who assumes charge of post after the period specified in the appointment order to join duty by obtaining extension of joining time shall be determined as from the date from which he assumes charge of such post. In other words he/she shall lose the seniority originally assigned to him/her.
- (e) Where candidates are appointed to any service or class of posts by promotion and by direct recruitment, the candidates promoted shall be junior to those directly recruited in cases where their dates of appointment are the same.
- (f) When a promotion to a service or post or cadre are made on the basis of seniority-cum-merit at the same time, the relative seniority shall be determined:
 1. if the promotions are made from any one cadre or class or post by the seniority inter se in the lower cadres or class or post.
 2. if promotions are made from several cadres or classes of post of the same grade by the period of service in these grades.

3. if promotions are made from several cadres or classes of posts of grade of which are not the same, by the order in which the candidates are arranged by the authority making the promotion.
4. The seniority of a person transferred in the interest of the Corporation from one class or grade of service carrying the same pay scale shall be determined with reference to his/her first appointment to the class or grade from which he/she was transferred, where the transfer is at the request of employee, he/she shall be placed in the seniority list below all the employees of the same class or grade service to which he/she is transferred before the date of his/her transfer.
5. Where seniority cannot be determined by any of the above methods, it shall be determined in such manner as may be decided by the appointing authority.
6. The seniority once determined as above shall be final and shall not be opened to revision. The seniority lists shall be prepared and published every year by 1st of April.

29. Medical Examinations :

All the candidates selected for appointment by direct recruitment except casual appointment, shall be appointed only after the appointing authority is satisfied that he/she is physically fit to carry out the duties that he/she may be called upon to do or perform. The candidates shall be required to undergo for the said purpose, a medical examination before he/she is appointed. The opinion of the Medical Officer regarding the fitness of the candidate or otherwise shall be binding on the candidate.

30. Temporary appointments and Employment Of Casual Labour :

- (a) In the case of any temporary post (not included in the cadre of the Corporation Service or to which the rules or recruitment specially made in respect of any service not applicable) the method of recruitment and the qualification for recruitment shall be the same as are applicable to the corresponding permanent posts included in any such cadre of service in respect of which the said regulations of recruitment are applicable.
- (b) In the case of casual appointment by recruitment, the age and qualification be same as are applicable to the corresponding permanent post included in such cadre.
- (c) Temporary or casual employees have no right or claim whatsoever for absorption against vacancies included in the cadre of Corporation service unless they are selected to such posts in accordance with the regulations as are applicable to those posts.

31. In-charge arrangements :

Where it is necessary in the administrative interest to fill any vacancy urgently which is reserved for direct recruitment and it is likely that there might be a delay in making in the appointment in accordance with these regulations, the appointing authority may with previous approval of the Board, appoint a person to hold the post temporarily on in charge basis for a period not exceeding 180 days and the person so appointed shall be a person who possesses the qualifications prescribed for the post.

Normally, the senior most employee eligible to hold the post shall be placed in charge of the post. The person so appointed on in charge basis shall be replaced as soon as possible by the appropriate candidate selected in accordance with regulations. The persons so appointed on in charge basis shall have no claim whatsoever to continue in the post and do not have any preferential claim to any future appointment to such post or to any other post unless he/she is selected in accordance with the regulations at the time of filling up the future vacancies. In charge arrangement for period more than 180 days requires the approval of the Government. Such in charge arrangement shall in no case exceed one

year in total. Proposals in such cases shall be submitted by the controlling officer to the Board and then to the Government for consideration at least two months in advance.

32. Special powers :

Notwithstanding anything contained in these regulations, the Corporation may exercise special powers in the following cases:-

- (a) To provide suitable equivalent or lower post to an employee who is incapacitated during the discharge of his duties while performing the particular job allotted to him.
- (b) To make casual appointments.
- (c) Before exercising the special powers conferred on the Corporation by clauses (a) to (c) above, the Corporation shall obtain prior approval of the Board of Directors.
- (d) Board of Directors shall constitute a Departmental Promotion Committee under the Chairmanship of Chairman or his nominee, Principal Secretary to Government, Housing Dept., Managing Director, RGRHCL shall be the members and Deputy Secretary to Government, Housing Dept. shall be the Member Secretary for the promotion of Corporation Officers in Category of General Managers. The Corporation shall furnish the list of eligible officers to be promoted with all relevant records required for the Departmental Promotion Committee Meeting.
- (e) Upgradation of post: The Board may upgrade any post to the next higher level where it is satisfied that the nature and volume of work of that post has so changed requiring such elevation subject to the delegation of power available to it for creation of post.

33. Application of other regulations :

- (i). The Karnataka Civil Services Rules;
- (ii). The Karnataka Civil Services (Conduct) Rules 1966;
- (iii). The Karnataka Civil Services (Classification, Control and Appeal) Rules 1957;
- (iv). The Karnataka Civil Services (General Recruitment) Rules, 1977
- (v). The Karnataka Civil Services (Performance Report) Rules, 1994
- (vi). The Karnataka Government Servants (Seniority) Rules, 1957
- (vii). The Karnataka Civil Service (Service and Kannada Language Examinations) Rules, 1974

And all other rules applicable to government servants relating to recruitment and condition of service shall mutatis mutandis be applicable to the Corporation employees.

By order and in the name of the Governor of Karnataka,

K. R. Wallur
Desk Officer-2
Housing Department

SCHEDULE

Sl. No.	Category of post and pay scale	No. of Posts	Method of Recruitment	Minimum qualification	Appointing authority	Appellate authority	Period of probation
1	Managing Director	1	<ul style="list-style-type: none"> Filled by posting an IAS Officer in the Super time scale 		Govt	Govt	
2	General Manager (Programme Implementation) Rs. 24450 - 31800	1	Filled by posting an IAS / KAS Officers on deputation (Additional / Joint / Deputy Secretary level officers)		Govt	Govt	
3	General Manager (Technical) Rs. 24450 - 31800	1	<ul style="list-style-type: none"> By direct recruitment OR By promotion from the cadre of AGM (Technical) OR By deputation of an officer in the cadre of Chief Engineer from any department of Government. 	<p>For direct recruitment: Must be holder of a degree in Engineering (Civil) and must have not less than eight years of experience in Technical field recognized by Board.</p> <p>For promotion: Must be holder of a degree in Engineering (Civil) and must have not less than eight years of experience in the cadres of AGM (Technical).</p>	Board	Govt	1 year
4	General Manager (Social Development) Rs. 20025 - 28275	1	<ul style="list-style-type: none"> By direct recruitment OR By promotion on seniority cum merit from the cadre of AGM. OR Filled by posting an Under Secretary to Govt., or an officer equivalent or above on deputation. 	<p>For direct recruitment: Must be holder of a Master's degree in Social Work (MSW), Must have not less than eight years of experience in social development/programme implementation in any non-Government organization recognized by the Board.</p> <p>For promotion: Must be holder of a Master's degree and must have not less than eight years of experience in the cadres of AGM in Programme Implementation.</p>	Board	Govt	1 year

Sl. No.	Category of post and pay scale	No. of Posts	Method of Recruitment	Minimum qualification	Appointing authority	Appellate authority	Period of probation
5	General Manager (Finance and Accounts) Rs. 20025 - 28275	1	<ul style="list-style-type: none"> By direct recruitment or By promotion on seniority cum merit from the cadre of AGM 	<p>For direct recruitment: Must be holder of a Master's degree in Commerce and C.A./ I.C.W.A./M.B.A.(Finance); Must have not less than eight years of experience in finance and accounts in any organization recognized by the Board.</p> <p>For promotion: Must be holder of a Master degree and must have not less than eight years of experience in the cadres of AGM (Finance Division)</p>	Board	Govt	1 year
6	Company Secretary Rs. 20025 - 28275	1	<ul style="list-style-type: none"> By direct recruitment 	<p>(1). Must be a member of Association of Company Secretaries of India</p> <p>(2). Must be holder of a degree in law</p> <p>(3). Must have not less than five years experience as Company Secretary in a firm or an organization recognized by the Board</p> <p>(4).</p>	Board	Govt	1 year
7	Assistant Manager (Finance and Accounts) Rs. 14050 - 25050	1	<ul style="list-style-type: none"> By direct recruitment or By promotion from the cadre of Manager in the respective division 	<p>For direct recruitment: Must be holder of Master degree in Commerce. Must have not less than 8 years of experience in finance and accounts in a firm or an organization recognized by the Board. Preference shall be given to those possessing C.A. or I.C.W.A. or M.B.A.(Finance).</p> <p>For promotion:- Must be holder of a degree in commerce. Must have put in a service of not less than 8 years as Manager in the Finance division of RGRHCL.</p>	Board	Govt	1 year

Sl. No.	Category of post and pay scale	No. of Posts	Method of Recruitment	Minimum qualification	Appointing authority	Appellate authority	Period of probation
8	Assistant General Manager (Technical) Rs. 14050 - 25050	1	<ul style="list-style-type: none"> By direct recruitment OR By promotion from the cadre of Manager in the respective Division. 	<p>For direct recruitment:-</p> <p>(1). Must be holder of a degree in Engineering (Civil) or (Architecture)</p> <p>(2). Must have not less than 8 years experience in technical field in a firm or an organization recognized by the Board</p> <p>For promotion:-</p> <p>(1). Must be holder of a degree in Engineering (Civil or Architecture)</p> <p>(2). Must have put in a service of not less than 8 years as Manager in Technical division of RGRHCL.</p>	Board	Govt	1 year
9	Assistant General Manager (Programme Implementation) Rs. 14050 - 25050	1	<ul style="list-style-type: none"> By direct recruitment OR By Promotion from the cadre of Manager in the respective Division. 	<p>For direct recruitment:</p> <p>Must be holder of any Master's degree. Must have not less than 8 years experience in programme implementation in a firm or an organization recognized by the Board</p> <p>For promotion:</p> <p>Must be holder of any degree. Must have put in a service of not less than 8 years as Manager in Programme Implementation Division of RGRHCL.</p>	Board	Govt	1 year
10	Assistant General Manager (Administration) Rs. 14050 - 25050	1	<ul style="list-style-type: none"> By direct recruitment OR By Promotion from the cadre of Manager in the respective Division. 	<p>For direct recruitment:</p> <p>Must be holder of any Master's degree. Preference shall be given to those possessing M.B.A. Must have not less than 8 years experience in administration in a firm or an organization recognized by the Board</p> <p>For promotion:</p> <p>Must be holder of any degree. Must have put in a service of not less than 8 years as Manager in Admin. Divn. of RGRHCL.</p>	Board	Govt	1 year

Sl. No.	Category of post and pay scale	No. of Posts	Method of Recruitment	Minimum qualification	Appointing authority	Appellate authority	Period of probation
11	System Analyst Rs. 11400 - 21600	1	<ul style="list-style-type: none"> By direct recruitment OR By promotion from the cadre of Manager in the respective division. 	<p>For direct recruitment: Must be holder of a degree in Information Technology or Computer Science. Must have not less than eight years experience in computer management in any firm or an origination recognized by the board.</p> <p>For promotion: Must be holder of a degree in Information Technology or Computer Science. Must have put in a service of not less than 8 years as Manager in Computer division of RGRHCL.</p>	Board	Govt	1 year
12	Manager Rs. 10000 - 18150	10	<ul style="list-style-type: none"> By direct recruitment (30%) OR By Promotion (70%) from the cadre of Executive Assistant 	<p>For direct recruitment:- Must be holder of a degree with computer knowledge. Must have put in an experience of not less than 8 years in the concerned field in any firm or an organization recognized by the Board.</p> <p>For promotion: Must be holder of a degree with computer knowledge. Must have put in a service of not less than 8 years as Executive Assistant in RGRHCL.</p>	MD	Board	1 year
13	Executive Assistant Rs. 7275 - 13350	15	<ul style="list-style-type: none"> By direct Recruitment 	<p>For Direct Recruitment: Must be holder of a degree with computer knowledge. Must have put in an experience of not less than three years as an office assistant in any firm or an organization recognized by the Board.</p>	MD	Board	1 year

Sl. No.	Category of post and pay scale	No. of Posts	Method of Recruitment	Minimum qualification	Appointing authority	Appellate authority	Period of probation
14	Drivers Rs.5800-10500	2	By direct Recruitment	(1). Must have passed SSLC or possess equivalent examination (2). Must be holder of a current light motor vehicle driving license (3). Must possess 3 years experience as a Driver in any firm or organization.	MD	Board	1 year
15	Attenders Rs.4800-7275	4	By direct Recruitment	(1). Must have passed 8 th standard. (2). Must have experience not less than three years as attender or peon in any firm or organization.	MD	Board	1 year

K. R. Wallur
Desk Officer-2,
Housing Department.